

INFORMATION FOR SPEAKERS

(To be completed by Monthly Program Chairman and given to speaker)

Meeting Venue: **Parish Hall of the New Providence Presbyterian Church**
1307 Springfield Ave, New Providence NJ 07974 (see enclosed map)

Alternative Plan: When a meeting cannot be held in-person, it may be moved online through Zoom teleconferencing using this link: **<https://redoak.org/zoom>**

Date of talk: _____ Name of Speaker: _____

Time of talk: Arrive by 9:30 A.M., meeting starts at 10:00 A.M., talk around 10:30 A.M.

Length of talk: Forty +/- minutes, conclude by 11:20 A.M. for Q & A Meeting concludes by 11:30 A.M. may use the podium mike, a wireless handheld mike, or headset

Audience: 100+ professional members of the Old Guard and invited guests

Equipment available (by request): Laptop computer, Windows 10 with PowerPoint
Laptop projector, remote changer, laser pointer, large projection screen
Public Wi-Fi
Video adaptors for guest speaker's Windows Laptop, MacBook, smartphone, or HDMI device
Slide projector (Kodak Carousel – by pre-arrangement)
DVD / CD player (by pre-arrangement))
VU-graph projector (by pre-arrangement)

(In case you intend to bring your own equipment, please advise what you will bring with you and let us know what you will need from us).

Other items requested: _____ e.g., tables, easel, etc.

Visuals: If possible, use large print and pictures so material can be read in back of room – approx. 50'

Greetings: You will be met at the entrance to the Parish Hall building by:

Old Guard Member Contact: _____

Phone _____ Cellphone _____

Email _____

SUMMIT AREA OLD GUARD – MEETING PLACE – MAP

New Providence Presbyterian Church,
1307 Springfield Ave, New Providence NJ 07974



Note: For an active version of this map and for detailed driving directions, see www.summitoldguard.org/Directions.html