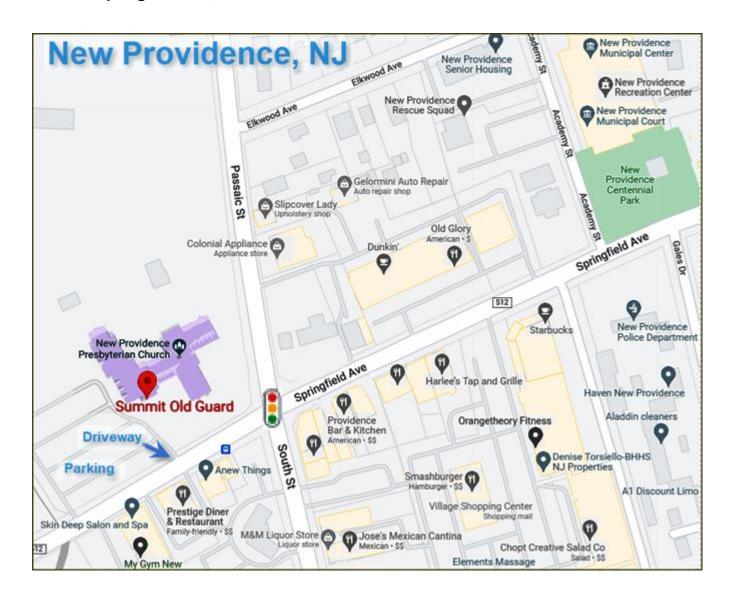
INFORMATION FOR SPEAKERS

| (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 |
| (by request): (In case you inte | 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) and to bring your own equipment, please advise what you will bring us know what you will need from us). |
| Other items requeste | d: 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 C | Contact: |
| Phone | Cellphone |
| Email | |

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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

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