

Admin details for guest speakers

Timings:

1200 – Guest speaker arrives at the National Press Club (NPC). Parking at rear of NPC if self-driving, or drop off at NPC front (National Circuit) entrance. Code for carpark boom gate and rear entrance door to the NPC will be advised in the week of the meeting.

Met by member of the Australian Aviation Club Committee and escorted to the dining room. If not met, (eg, due earlier than scheduled arrival), please proceed to the NPC's upstairs reception area.

On arrival at the dining room, about 30 minutes to mingle/meet Club members and for PowerPoint show (if applicable) to be set up and tested.

1230 – Sit at table for welcome by President and main course served.

1250 (approx. – after guest speaker finishes main course) – guest speaker introduced by President and delivers presentation

O/C – depending on length of presentation and Q&A – guest speaker departs – escorted by President.

Dress:

Most members will likely be wearing slacks, blazer and tie.

Other questions:

Please indicate any dietary requirements.

Which beverage would you wish to be served on arrival?

What will be the title of the address?

Does the guest speaker require access to a computer (PowerPoint)?

By what time does the guest speaker need to depart?