



## Admin details for guest speakers

### Timings:

By 1215 – Guest speaker arrives at the National Press Club (NPC), 16 National Circuit, Barton ACT 2600. Parking at rear of NPC (from Bourke Street) if self-driving or drop off at (National Circuit) NPC front entrance on National Circuit. Code for carpark boom gate and rear entrance door to the NPC will be advised in the week of the meeting. Should the speaker be self-driving, a parking spot will be reserved in the NPC carpark. See map below for access to the NPC carpark.



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

On arrival at the NPC lounge, mingle/meet Club members and PowerPoint show (if applicable) to be set up and tested.

1225 – Sit at table for welcome by President and main course served (from 1230).

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

Guest speakers are requested to speak for ~ 30 minutes and take questions following their presentation.

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

**Dress:**

Male members will likely be wearing slacks, sports jacket and tie. Ladies are likely to wear corresponding female attire.

**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?

Please provide a bio for distribution to Club members prior to the lunch

Does the guest speaker require access to a computer (PowerPoint)? The National Press Club is loaded with the latest version of Microsoft Windows operating system and PowerPoint – other formats are NOT supported.

By what time does the guest speaker need to depart?