

PROBUS CAMBRIDGE RIVERSIDE

SPEAKER CONFIRMATION LETTER (2020 Zoom Version)

Dear _____:

Thank you so much for agreeing to speak at our Probus Club meeting on Wednesday _____.

We would very much appreciate your sending a brief bio and a photo for our newsletter no later than _____ to meet the printing deadlines.

To help you plan for the event, here is some information which you might find useful.

Zoom Format

With the inability to meet in person, our meetings are currently being held on Zoom.

Meeting Times

9:30 AM Meeting starts with Business portion of the meeting

9:45 – 10:00 AM Speaker begins (start time will vary depending on the number of business items on the agenda)

- The zoom meeting room will open shortly after 9 AM. You are more than welcome to log in any time after that. We do ask that you log in no later than 9:40 to ensure a smooth transition to your talk.
- 40 minutes in total are allotted for our speaker--this includes time for questions at the end. We usually find that a 30–35-minute talk with 5-10 minutes for questions at the end works well.

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- If you intend to use PowerPoint or other visuals during your presentation, please notify our Secretary, Aline Chan, alinchan@rogers.com, at least two weeks prior to the meeting so that she can make appropriate arrangements with you for the set-up.

Our Group

- There are 210 members in our women's Probus club, Probus Cambridge Riverside, with a waiting list of people wishing to join. Our attendance on zoom is usually around 70-75 members. Most are retired or semi-retired and have had professional or business careers.
- For your information, our club is a non-profit organization and not allowed to participate in fund-raising. Our By-laws are specific, and the portion applying to Speakers is as follows: "...presenters are not to ask for donations nor promote their product for direct sale. Presenters can educate and/or inform Members. Members may choose to buy or sample a product, even though the presenter did not say in the presentation that the product was for sale. NB: Members are in no way to be pressured to donate or buy." This direction also includes asking for volunteers.

Thank you once again for agreeing to speak to our members. We are very much looking forward to welcoming you to our meeting.

Sincerely,