

## PROBUS CAMBRIDGE RIVERSIDE

### SPEAKER CONFIRMATION LETTER (2023 - 2024)

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.

#### Meeting Location

- Portuguese Club of Cambridge, 870 Townline Road, Cambridge. From the 401, take the Townline Road exit (Exit #286) and travel south on Townline Road approximately 2 kms. The Portuguese Club will be on the right hand side.

#### Meeting Times

9:30 a.m. – 10:15 a.m.	Business portion of the meeting
10:15 a.m. to 10:40 a.m.	Break
10:40 a.m. to 11:25 a.m.	Speaker
11:25 a.m. to 11:30 a.m.	President's remarks and adjournment

- You are more than welcome to come for the business meeting, but if you prefer to arrive during the break, please arrive no later than 10:30. If you can let me know the time you plan to arrive, I will meet you at the door to the ballroom.
- 45 minutes are allotted for our speaker--this includes time for questions at the end. We usually find that a 30-35 minute talk with 10-15 minutes for questions at the end works well.

#### AV

- The room is equipped with a screen, lectern and microphone.
- Probus provides a laptop and projector which are the only ones which may be used.
- If you have a Power Point presentation, it must be sent to our Secretary, Aline Chan ([alinchan@rogers.com](mailto:alinchan@rogers.com)), or to me, at least two weeks prior to the meeting so that we can set it up and have it all ready to go. Please note that we cannot set up a PowerPoint on the day of the meeting.
- The Portuguese Club does not have WIFI.

#### Covid Precautions

- After meeting online for two and half years due to Covid, we are delighted to be back in person. To ensure that everyone is comfortable meeting in person, we are asking for proof of vaccination for those attending. Wearing a mask is optional.

## **Our Group**

- There are 210 members in our Women's Probus Club of Cambridge Riverside. Most are retired or semi-retired and have had professional or business careers.
- Our club is a non-profit organization and not allowed to participate in fund-raising. We ask our speakers not to ask for donations, sell items or ask for volunteers during the meeting.
- If you wish to bring anything along to display, please let me know and we will be happy to provide a table for that purpose.

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

Sincerely,