

**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 Technology Secretary, Aline Chan (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.

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,