



## Admin details for guest speakers

### Timings:

1215 – 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. 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 RAAF Staff College Association 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 15 minutes to mingle/meet Association members and for PowerPoint presentation (if applicable) to be loaded 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

Guest speakers are requested to speak for approximately thirty minutes, and take questions after the formal 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, sportscoat and tie. Ladies choose corresponding attire.

**Attendees:**

TBA – mostly former Air Force members who have completed RAAF Staff College or subsequent ADF higher-level staff course or overseas equivalent. The attendance list will be sent to the guest speaker during the week of the lunch. Please indicate those attendees with whom you wish to be seated.

**Other questions:**

Please provide a copy of your current bio for distribution to RAAFSCA members.

What will be the title of the address?

Please indicate any dietary requirements.

Which beverage would you wish to be served on arrival?

Do you wish attending members to observe the Chatham House Rule?

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.

Will the guest speaker be accompanied by a staff officer?

By what time does the guest speaker need to depart?