

January 18, 2021

Subject: PROCEDURE FOR RECOMMENDING SPEAKERS FOR CLUB MEETINGS

Dear members,

As we start this new calendar year, one of our aims is that we will all continue to enjoy a consistently high calibre of speaker presentations for our Club meetings.

To that end, as always, we look forward to hearing from you at any time, now or in the future, with your suggestions of speakers that you believe will be able to present on subjects that will be enlightening and entertaining.

To propose a speaker, please contact us Rob Matthews, acting on behalf of our Speakers Sub-committee, and provide the following:

- Name of proposed speaker;
- Name of proposed speaker's affiliated organization;
- Proposed presentation topic;
- Proposed speaker's phone number;
- Proposed speaker's email address.

We will contact the proposed speaker to provide an invitation, and will make arrangements for the proposed speaker's presentation, including a mutually suitable date.

After the speaker has presented during one of our meetings, we will follow up with a thank-you letter. If the presentation takes place via Zoom, the letter will include an invitation to attend one of our Club's later in-person meetings as guest of our Club. Once the speaker has attended an in-person meeting, we will follow up further with information about our Club, in the event that the speaker might be interested in becoming a member.

Thank-you for your contributions toward maintaining our Club's high standards for speaker presentations.