

## **Admin details for guest speakers**

### **Timings:**

1215 – Guest speaker arrives at the National Press Club (NPC) at 1215. (Parking at rear of NPC if self-driving, or drop off at NPC front (National Circuit) entrance. Met by member of the RAAF Staff College Association Executive 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.

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

O/C – depending on length of presentation and Q&A – guest speaker departs – escorted by President.

### **Dress:**

Members will likely be wearing slacks, blazer and tie.

### **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 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?

What will be the title of the address?

Does the guest speaker require access to a computer (PowerPoint)?

Will the guest speaker be accompanied by a staff officer?

By what time does the guest speaker need to depart?