

## SPEAKER FAQs

What time do attendees start arriving at your event?

Attendees usually start arriving at 6:00 pm

What time am I scheduled to speak?

6:30 pm – It would be nice if you could get there a bit early (5:45 pm-ish to get setup)

How long should I be prepared to speak?

One hour but that sometimes goes long if there is robust participation

What time does the event end?

7:30 pm but can go long depending on audience participation

Who should I email handouts to so that copies can be made before the event?

Program Director will make e-copies available to attendees. We do not have any facility for making copies. If you do, that would be great

May I sell products at the event?

Sure, most speakers set up a table

Is there someone who can assist me with set up and sales?

Program Director is available to help facilitate with set up, and there will be a table for displays

Primary contact person with cell phone number:

John Astorga mobile number is +1 415 518 5724 – ATD SF East Bay Chapter Program Director

Joe Novosel mobile number is +1 707 332 8972 – ATD SF East Bay Chapter President

Venue Name, and Address

How many people will be attending?

Normally between 15-20

Will food be served?

Yes, generally sandwiches or pizza

Will a list of attendees be available to me after the event? If not, may I collect business cards in exchange for a raffle?

Yes, a list of attendees can be provided upon request. Yes, a raffle is always good

Would ATD East Bay be interested in an article by me for your newsletter?

Yes, please send to the Program Director

Please confirm the availability of a/v equipment and supplies:

- Microphone – not necessary it is a classroom
- Microphone for audience participation – not required it is a classroom
- Flip chart with stand and markers – Yes
- Table for supplies – Yes
- Can I use PowerPoint? – Yes, there is a PC in the room with MS Office
- Can I email the slides ahead of time? – Yes

Mailing Address:

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