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## Thank You

Thank you for offering your time and expertise to speak to the members. We hope that the following information will prove helpful.

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## Map

### Where To Find Us



Meetings for the Rotary Club of Padstow, Inc. are held in the Revesby Heights Ex-Servicemen's Club (known as "Hero's Hill") at 1 Donovan Street, Revesby Heights. Unfortunately, Donovan Street is actually the carpark for Hero's Hill, and does not even appear on some maps. So we have provided the map above to help you find us.

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## Meeting Structure

1. The meeting time is 6:15pm for a 6:30pm start, Tuesday evening.
2. Members and guests enjoy a two course meal while the regular business of the Club is transacted. (The speaker's meal is provided at no cost to the speaker, but the cost of any meals for guests of the speaker are the speaker's responsibility.)
3. The speaker will be introduced after the meal, at about 7:45pm, and will have about 20-30 minutes for their presentation, after which the meeting will close.

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## Audio-Visual Equipment

The Club has the following equipment, available for the speaker's presentation. The Club requests that speakers always use the microphone, and that you let us know at least a week before your presentation what other items you will require.

4. A Windows XP laptop with a DVD player and USB port.
  5. A data projector, with remote control.
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6. A projection screen.
  7. A microphone with speaker.
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## **Hints for Presenters**

8. Common formats for your presentations have more chance of working. Create your presentation on a Windows computer, preferably using Microsoft Office's Powerpoint.
9. If you have a video file to display, please make sure it is in one of the following common formats: MOV, AVI, MPG, or FLV.
10. If you have an audio file, please make sure it is in one of the following formats: WAV or MP3.
11. If you have a set of photos on a memory stick or CD, and would like them converted to a presentation, please let the President know, and he will arrange for this at the beginning of the meeting.
12. If you create a Powerpoint file into which you embed video, please place the video file into the same folder as the presentation before embedding it. Then make sure that you copy the video file onto your CD or memory stick along with your presentation. Otherwise, you will find that the video won't work, because the link for the video file will point to a folder on your computer.