**Speaker Reminder Template**

(send at least 1 month prior to talk)

***(Insert luncheon series date, speaker, title, description, web links & Introducer here)***

Please join us at the  Baywood Golf & Country Club at [3600 Buttermilk Lane](https://www.google.com/maps/search/3600%2BButtermilk%2BLane?entry=gmail&source=g) in Arcata at approximately 11:30am for your presentation. Simply follow Buttermilk Lane to the very end of the Road. We will have a 30 minute meet & greet prior to your talk which will allow you to set up and join us for tea or coffee. Following a brief introduction at 12 noon, we have scheduled your talk for 50 minutes, followed by approximately 10 minutes for audience questions.

A podium and television screen will be available in the Dining Room. If you have PowerPoint slides or video, it works best to bring your own PC but a thumb drive is fine as we will have a PC and HDMI cable available for your use. For Apple computers you will need to provide your own special HDMI cable connector or simply bring your thumb drive or use web access.

Our Executive Committee Communications Chair, Kumi Watanabe-Schock may be contacting you prior to your talk to assist her with advertising your presentation locally.

Thank you for your efforts on our behalf and feel free to contact me anytime with questions or presentation requests.

We are looking forward to your talk,

Susan Dobie

ERFSA Program Chair

(707) 839-3307