**Notes for Visiting Speakers**

**Venue**

We meet in ………………………………………………………………….

**Timing**

We start the main meeting at 10.30am. The venue is open from about 10am and

we aim to finish 12.30pm. The business of the Society should take no more than

ten minutes at the beginning of the meeting after which the speaker will be asked

to present a display in two halves with a coffee break in-between.

**The Display**

We have eight freestanding frames each holding 12 standard size sheets in three rows.

We normally ask visiting speakers to show two rounds, this makes a possible total of

192 sheets in two rounds of 96 each. However, the Society leaves the choice of the

number of sheets to the speaker. We ask speakers to limit their talk to about 20 minutes

for each round to give time for viewing and any questions.

We would normally expect that between 15 and 25 members will attend the meeting.

**Hospitality and Expenses**

The Society values the time and effort made in visiting us and will pay all reasonable

expenses in travelling to Tunbridge Wells and will invite speakers to stay after the meeting

for a complementary lunch.

**Travelling and Parking**

A map and directions are available to the speaker and these are normally sent out

prior to the visit. There is free parking in the pub car park to the right hand side of the

Camden Arms.

**Contacts**

The Honorary Secretary is Ian Marshall – 01892-525780