

## North Georgia Knitting Guild Program Presentation

Thank you for offering your time and energy to present your program for the NGKG membership. We look forward to having you at our meeting. Please complete and return this form to us at your earliest convenience so that we may best assist you in providing a successful program. **Please note that—per our current Policies and Procedures—the NGKG pays non-member speakers an honorarium of \$75. Should you require reimbursement of expenses over and above that amount, please provide your additional requirements with this form so that they may be submitted to the Board for approval at the time of scheduling your presentation.**

Business Name \_\_\_\_\_

Contact Name and Information (email/phone/etc.) \_\_\_\_\_

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Name of Presentation \_\_\_\_\_

Date of Presentation \_\_\_\_\_ Length of Presentation (1 hour or less) \_\_\_\_\_

Name of Presenter\* \_\_\_\_\_

*\*If you would like to include some information/bio about the presenter so that we may make an appropriate introduction to the group, please submit it with this form.*

**Your program display should be set up promptly by 6:30 pm, at which time the business portion of our meeting will begin. Your presentation will begin between 7:15 and 7:30 pm.**

The Guild can provide the following equipment for your use during the presentation:  
(Please indicate which you would like to use.)

Tables (number and size) \_\_\_\_\_

Digital Projector with remote control

Elmo Document Camera with tablet

Projector Screen (45" X 80")

25' Extension Cord



**\*\*If you plan to use your laptop or other device with the projector, please note that our connection cable is a d-sub 15-pin male.**

If your laptop or device will not accommodate this connector, you may need to provide your own adapter similar to the one shown at the right.



If you have any questions about our Guild, the program, or the equipment, please contact our Programs Coordinator via email at [ngkprograms@northgeorgiaknittingguild.com](mailto:ngkprograms@northgeorgiaknittingguild.com)