

To the NARGS Chapter Program Chair:

In a few weeks, your chapter will be visited by a speaker who is sponsored, in part, but the NARGS Speakers Project Tour Project. I feel certain that all, speaker and members alike, will enjoy the experience, but in order to assure that everything moves smoothly, it would be helpful to think about some of the details in advance. You, or the host for the occasion, should meet the speaker at the baggage retrieval area (not the sidewalk) to welcome them and assist with any luggage to be carried. The arrival time in your city has been highlighted on the itinerary. It might pay to check with the airline just before you leave for the airport in case the flight has been delayed or advanced - it happens! The airlines provide regular updates of arrival times and the flight number and airline have been provided to you.

The general schedule of garden visits and other leisure activities is something to be worked out between you and the guest. Don't feel the need to plan every minute of the visit; leave enough slack time in the schedule for each of you to have some time alone and for the speaker to recoup after the lecture. At the chapter meetings, the first business is to see that the speaker's slides are mounted in the projector and that all the fine-tuning of the equipment has been accomplished before socializing begins. Be certain that your guest is not left to fend for himself; if you have chapter business to attend to, introduce the speaker to another congenial member.

After the presentation, be promptly on hand to offer a few remarks of thanks and lead the group in another round of applause. Make sure the speaker feels appreciated. Since the speaker is usually besieged with questions and compliments, be sure to retrieve the slide carousels and return them. Some refreshments would probably be appreciated at this point. Chapters are responsible for the speaker's honorarium (\$250 USD), so now would be a good time to hand the envelope with the fee in cash to the speaker, along with a few more words of thanks.

On the day of departure, check flight times again to be sure they won't be stranded at the airport by a cancelled flight. If there are any questions or problems along the way, feel free to call the person responsible for the specific STP program at hand.

Here are our co-ordinates:

Maria Galletti (450) 243 5354, email: alpinemtecho@endirect.qc.ca;

Eva Gallagher (613) 584 2345 email: galla@magma.ca and

Harvey Wrightman (519) 247 3751, email: wrightman@golden.net