

THE SURVEYORS 1921 CLUB

Event Speaker & Technical Support 2026/2027



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Generally our events run
5:45pm for a 6:00pm start
and conclude 7:30pm

Dear Speaker,

Hello and thank you for agreeing to speak at the
Surveyors 1921 club.

I am available to assist you with any technical
support you may need to display your presentation
at the CPD event.

If delivering a Presentation

Ideally, I would advise you to bring your own laptop
as that way you know your presentation will work
and I can plug your laptop into the large TV screen.
I also have a remote control available for advancing
your slides if you wish to use it.

I would advise you to attend about 45minutes (5pm)
before the event so that I can help you set up and
test everything is working.

If you wish, you can email me your PowerPoint
Presentation in advance so we have a back up
solution. If the file is too large to email you can send
it via www.wetransfer.com.

I would like to, with your permission post a PDF
copy of your slides on our private members area
behind a secure login as a reference for our
members.

Event recording

We use a video camera to record the event and we
have the capacity to cast it live if we have members
who cannot attend. The recording (generally an
audio file) will be published on our private members
area along with the event slides. If you would prefer
the event not to be recorded, please let me know.

Brewpoint

Cut Throat Lane, Bedford MK41 7FY
what3words.com/rich.trial.fires



Brewpoint Room Layout

We normally run the event theatre style and the
picture below will give you an indication of the
normal room layout.



Personal Address (PA) System

I run a simple PA system for all of our events and I
have a handheld mic for you to use. You may be a
seasoned speaker and don't feel you need a mic
as you are able to project your voice well enough,
however the microphone is helpful for the
recording. I can discuss your preference with you
once you get to the event venue.

Any questions, please contact me.

www.surveyors1921club.co.uk