



## Notes for Visiting Speakers

### **Venue**

We meet on the first floor of the Central United Reformed Church, 60 Norfolk Street, Sheffield S1 2JB the caretaker's telephone 0114 272 1089. This is accessible from the car park by the single leaf solid timber door situated towards the road end of the car park. Take the lift to the first floor and turn into the corridor, we meet in the last room on the right hand side. Alternatively you could use the public entrance off Surrey Street and climb the stairs to the first floor.

### **Timing**

We start the main meeting at 7.30pm (unless informed otherwise). The room is opened at about 7pm and we aim to finish and vacate the building by 9.30pm. The speaker will be asked to present his display first and the business of the Society will be conducted between the two rounds.

### **The Display**

We have 12 freestanding frames each holding 15 standard size sheets in three rows. We normally ask visiting speakers to show two rounds, this makes a possible total of 360 sheets in two rounds of 180 each, however we have found that our members prefer to view only the top two rows so a total display of 240 sheets would be appreciated. However the Society leaves the choice of the number of sheets to the speaker. Our members are fairly knowledgeable, and 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 by speakers in visiting us and will pay all reasonable expenses in travelling to Sheffield. For speakers travelling some distance we will provide overnight accommodation if required. We have refreshment facilities in our meeting room for a complimentary cup of tea and biscuits. If you feel we have not achieved the level of hospitality expected please let our President know and he will make sure things are put right.

### **Travelling to Sheffield & Parking**

A map and directions are available to the speaker and these are normally sent out prior to the visit. They can also be downloaded from our website. There is free parking in the car park to the left hand side of the Church, however these spaces can fill up quickly. There is also a public paying car park opposite to the left hand side of the Crucible theatre. If you are travelling to the City by bus or train the meeting room is about a ten minute walk from the bus and rail stations. We are happy to arrange to pick up speakers arriving by public transport and drive them to the meeting.

### **Contacts**

The Honorary Secretary is Richard Hindle, 07505 818 316 and the Syllabus Secretary is Neil Ritchie, 0772 004 0152. Website [www.sheffieldps.org.uk](http://www.sheffieldps.org.uk)