

## APPENDIX B: INFORMATION AND GUIDELINES FOR SPEAKERS

### Sunday Lunch & Learn and Meaningful Movie events

**When to arrive:** By 11:30 a.m. This will give you time to get settled, test the microphone, or, if you are joining the event virtually, to test the Zoom connection. If you are joining us in person, you are welcome to eat lunch with us before noon.

**Church address:** 180 Denny Way, Seattle, WA. Enter this address into GPS to find the building, but do not try to enter the building using the Denny Way entrance. That entrance will be locked.

**Entrance:** We will meet you at the church's Second Ave. entrance. As you drive west on Denny, make a right turn on Second Ave., and then an immediate left turn into the church's driveway. The church entrance will be on your left. Drive to the end of the driveway, cross the alley (look both ways to watch for vehicles), and enter the parking garage. You will be on level 5. Park on that level or, to reach levels 6 and 7, make an immediate left turn to head up to levels 6 and 7.

**Parking:** Parking in the church's garage is free for First Church events if you park on level 5 or above. On Sundays, parking is free for church events until 2:00 p.m.

**Cell phone #s:** Before the event, the facilitator will email you their cell phone # so you can reach them to ask questions or in case there is a problem on the day of the event. Please send the facilitator your cell phone # so they can contact you if needed.

**Lunch:** You are welcome to eat lunch with us before the event. Lunch is served after the worship service (which starts at 10:30 and ends at about 11:30 a.m.).

### Fellowship Hall microphones:

- Our microphones are directional and only work when speaking directly into them. If a speaker turns to look at their slides or moves away from the microphone, people attending in person and on Zoom will not be able to hear.
- Due to limited microphones, we will not invite verbal questions. In person participants will be invited to write their questions or comments on index cards, and online participants will be invited to place questions or comments in CHAT. The facilitator will review and select questions/comments from the index cards and CHAT to share with speakers.

**PowerPoint guidelines:** If you will share PPT slides during your presentation, bring a USB with your slides. To make sure slides are visible and helpful to participants, please follow these guidelines:

- Font type and size: Arial is easy to read. Best size for headings – 60 or above. Best size for text – 24 or above.
- Format: As little text as possible is best.
- See [Tips for creating and delivering an effective presentation](#)