



## Introduction

The Probus Club of Ledbury is a private club meeting each Monday morning from 10 am to 12 noon. We are a non-political, non-religious organisation and our constitution permits the club to have male members only, of whom we have around sixty. We have a speaker for each meeting; who cover a wide variety of topics.

## Location

We meet at *The Burgage Hall*, which is on Church Lane in Ledbury and can be approached on foot only. Church Lane is the cobbled street on the corner between Raft and the Market House Cafe, which are next to the Market House (the large black and white building on stilts in the middle of the town).

Walk up Church Lane looking towards the church spire. Just before you reach the Prince of Wales Pub, you will see an iron gate and railings on the right-hand side. Go through the gate. In front of you is Butcher Row Museum. The entrance to Burgage Hall is beyond the museum.



## Parking



There are two public pay-and-display car parks off Bye Street (which facing the Market House), St. Katherine's (with an EV charger) is to the left and Bye Street car park to the right. Free parking (for up to an hour) is permitted alongside the Market House and elsewhere in High Street. Please note that parking conditions in Ledbury are strictly enforced!

## Audio-Visual and IT Facilities

The hall enjoys comprehensive audio-visual facilities and. We have a modern Windows 11 laptop with an optical drive, Microsoft 365 installed and a Kensington pointer for remote control of PowerPoint. The laptop can be connected to the hall sound system for playing videos (we need advanced warning of this, please!). In addition we use a modern projector with HDMI connection, but please note that the hall is equipped with a screen of 4:3 aspect ratio (not widescreen). Please note there is no internet connection at the hall.

We also have a Zeiss Ikon 35mm slide projector for speakers not using PowerPoint.

Thus, the speaker has no need to bring any equipment – all we need is a memory stick containing your talk. Unless, that is, you have an Apple device - in which case you need to bring the device and an Apple to HDMI adaptor. We use a lapel radio microphone for the speaker and hand-held radio microphones that permit the audience to ask questions from the floor. The microphones are connected to the hall's sound reinforcement system.



## Meeting Operating Method

Members begin congregating from 10 am onwards for refreshments while the AV team set up and test the audio-video facilities. The speaker should aim to arrive between 10:00 and 10:20 am. We will give you refreshments and plug your memory stick into our laptop, or you can set-up your Apple device. The AV team will check that the presentation works, familiarise you with the Kensington clicker and show how the lapel microphone works. We will let you know anything else you need to be made aware of.

Club business commences around 10:30 and can last up to 15 minutes, at which point I will introduce to the audience. Your presentation should last between 45 and 60 minutes, giving time for the audience to ask questions from the floor at the end of your talk. There can be anywhere between 30 and 45 members in the audience.

Following questions there will be a Vote of Thanks, noting we must be out of the hall by 12 pm sharp!

## Club Contacts

Your primary contact is the Speaker Secretary, Mike Philpot, reachable on 07971 272336 (phone, text or WhatsApp) or email [speakers@ledburyprobus.org.uk](mailto:speakers@ledburyprobus.org.uk) and General Secretary David Kettle [secretary@ledburyprobus.org.uk](mailto:secretary@ledburyprobus.org.uk) (07828 845285).

## And Finally

Thank you for agreeing to speak to The Probus Club of Ledbury and we are looking forward to meeting you and to an interesting talk.

[www.ledburyprobus.org.uk](http://www.ledburyprobus.org.uk)