



## **National Speakers Committee Speakers**

### **PowerPoint Training Day**

**Saturday 7<sup>th</sup> September 2024**

Thank you for your enquiry about the proposed PowerPoint training day for NAFAS Speakers on Saturday 7th September 2024.

The course will be held in the Community Room, Tesco, Askham Bar, Tadcaster Road, York YO24 1LW. This is just off the A64 main route into York from the A1/M1. The store has all the usual features i.e. large carpark, café, sandwich counter, petrol. There is also a Park & Ride next to the store. There is good public transport from York railway station with several buses stopping outside the store. Please ask if you need more public transport information.

The day will begin at 10am and scheduled to finish by 4pm. The aim of the day is to create a PowerPoint presentation on a subject of your choice. To this end you will need a Windows laptop with Microsoft Office which includes PowerPoint. You will also need a selection of images (10+) on your laptop to include on your presentation. All electrical equipment must have a current PAT certificate/sticker. Tea/coffee will be provided throughout the day but please organise own lunch (can be bought instore). The cost for the day is £30. Please note that as this is part of your professional development the whole cost of the day (including travel) can be classed as an allowable expense on your Self Assessment tax return.

Whilst the course is primarily aimed at NAFAS Speakers who wish to explore another form of public speaking, application from Judges, Demonstrators and Teachers are welcomed.

Applications to Tony Cleaver (details below) by Saturday 25<sup>th</sup> May 2024. Payments to NAFAS when you know that you have been accepted on the course.

You will be invited to a Zoom meeting to discuss your presentation, subject and content etc as soon as it is known there are enough members for the course to go ahead. If you have any queries, please contact Tony Cleaver/Peter Mathers 01904 763090 [tonycyork@hotmail.com](mailto:tonycyork@hotmail.com) who will be leading the course.