



Hunter Bird Observers Club

Affiliated with BirdLife Australia

Hunter Bird Observers Club Inc
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www.hboc.org.au
ABN 62 415 889 446

Hunter Bird Observers Club Information for Guest Speakers

Thank you for taking the time to be a guest speaker for the Hunter Bird Observers Club (HBOC). We hope you enjoy your evening with us. Below are some basic instructions and suggestions to assist you in preparing for your talk, including how to get to where we meet.

Meeting Time and Venue

HBOC meetings are held at the Hunter Wetlands Centre, 412 Sandgate Road, Shortland 2307. We meet in the theatre located downstairs. The main building will be closed, so you will need to navigate from the car park down a couple of flights of stairs (going through a gate) and when you are under the building awning you will see the room where people are gathering to your left. You will be able to meet people here and be able to upload your talk onto our laptop. There will likely be people arriving in the car park that can help you out if you have any troubles finding your way.

Meetings start at 7:00pm. People start arriving from about 6:00pm onwards, though someone will be there setting up earlier than that. We suggest you arrive by around 6:45pm so there is time to meet and greet and get your talk loaded onto the laptop.

Getting to the Hunter Wetlands Centre

To find the Hunter Wetlands Centre, navigate to the suburb of Shortland, then head towards Sandgate, taking the turn-off at the roundabout to the centre. If coming from the south you may be on the Jesmond Inner City bypass, in which case you take the exit to Shortland and the roundabout will be directly ahead of you. From the north or west, take the Wallsend Road turn-off and drive through Sandgate to the roundabout. The centre is well-signposted and easy to find using Google Maps. There is a map pasted overleaf and the wetlands centre's website may also help. <http://www.wetlands.org.au>

Audio-Visual and Evening Format

The club has available a Lenovo laptop computer running Microsoft Windows 10 and Office 365. There are two available USB Ports and 1 CD/DVD drive. There is a Data Projector and speakers are available for audio files and the facility to play videos (best to pre-warn us about those though).

PowerPoint presentations are the easiest and recommended, and can be provided on a USB stick, CD or DVD. The President will contact you beforehand to either email your presentation to president@hboc.org.au or to provide a link to upload your file to a secure cloud site. This should guarantee that your presentation will run smoothly. Other forms of presentation that are compatible with Windows 10 are also OK. Please be aware of the issues that exist between Microsoft Windows and older Apple Computers. Apple users need to ensure these files are compatible for Windows use. Microsoft Office for Mac 2011 is fully compatible.

If you are using an earlier version of Office you do not need to worry, as our system will read files from previous versions. If any other presentation formats are required or if you have any technical questions about the laptop / projector etc please make contact with Mick Roderick on

0421 761237 or mick.roderick@birdlife.org.au before the meeting. Main speaker talks generally go for 30-40 minutes, but allowing for questions, closer to around 35 minutes is ideal. The meetings normally commence with a “Bird of the Evening” segment which will be presented by a club member. Following this, the main speaker has the floor before we have some routine segments, such as recent observations and committee announcements. Supper is provided afterwards. Typically, the formalities of a meeting are finished by somewhere between 8:45-9:15pm.

Accommodation and Eating Out

Should you wish to stay in Newcastle for the night, there are a large range of accommodation options in the city. Closest to the Hunter Wetlands Centre are:

- Jesmond Executive Villas <http://www.jev.com.au/>
- Hotel Jesmond <http://www.hoteljesmond.com.au/>
- Mayfield Motel <http://mayfieldmotel.com.au/>

There is a wide range of take-away food available from Stockland Mall at Jesmond (next door to the Hotel Jesmond; see link above), less than 5 minutes’ drive from the wetlands centre, if you would like to eat before the meeting (noting that meetings can finish late). Many more options are available further afield in places like Hamilton or Newcastle city (~15-20 mins away)

Note: HBOC should be able to meet some of your travel and/or accommodation expenses if arranged in advance. Please contact us about this.

Questions?

If you have any questions, please contact mick.roderick@birdlife.org.au / 0421 761237.

Map of Hunter Wetlands Centre Location with car park inset

