

## **Discussion of responsibilities and prerogatives of presenter arranging lunch for the speaker**

The presenter for the speaker is the host for the lunch. He has the authority to select the restaurant, to invite who will attend, and to select the number in the party. By custom the host invites other members of the program committee who RSVP to him on a first come, first serve basis. In general a total number of seven attendees at lunch (which includes the speaker and presenter) works best to have a focused conversation as a follow up to the program. Our standard go-to-place has been the Garden Café at Greenwich Hospital because the food is healthy and good, the prices comparatively low, and the location within easy walking distance.

However there are a lot of variations to our standard format. Sometimes the host may prefer to go to one of Greenwich's Clubs or to another restaurant. Sometimes an RMA member or patron may offer to host a lunch to honor the speaker. Sometimes the speaker may have one or two guests. Sometimes a non-program committee member may ask to join the lunch group with the speaker. In the end the RMA presenter/host should decide what he thinks works best. Other program committee members and I will be happy to discuss the best options for lunch arrangements with any host. When in doubt, it is best to err on the side of gracious hospitality. We want to give our speakers a good experience, part of our mission statement.

Remember, another purpose of the lunch is to give interested RMA members an opportunity for an in depth discussion with the speaker and his topic.

As for expenses, the cost of lunches for the speaker, the host, and speaker's guest(s) within reason, will be reimbursed by the RMA program committee budget. Just turn in a receipt to the Treasurer with the date and names of guests.