

Hello! On behalf of the Kiwanis Club of Atlanta (Georgia's oldest and largest Kiwanis Club), we want to thank you for agreeing to address our organization.

Our club has more than 200 members. We come together each week to network and learn together from some of Atlanta and our region's premier business, civic, and education leaders such as yourself. The Kiwanis Club of Atlanta serves in a variety of opportunities to benefit youth in the community and philanthropy that reaches around the world; and we connect and build friendships and networks toward mutual benefit.

Below are commonly asked questions and relevant details.

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| Topic | Details |
| Presentation Date |  |
| Presentation Speaker |  |
| Presentation Title |  |
| How Long for the Presentation | **30 minutes total*** 15-20 minutes for the presentation
* 10-15 minutes of Q&A
 |
| Where are Meetings Held | * **Loudermilk Center**
* 40 Courtland Street, Atlanta GA 30303
 |
| What Room is the Meeting | Ann Cramer room (upstairs), unless otherwise indicated |
| What Time is Kiwanis | * **Tuesdays from 12:15-1:15**
* Please arrive by Noon.
 |
| What About Parking | * **Free parking** is available for you in the parking deck next to the building – access from Auburn Ave. or Lynch’s Alley
* Please do NOT park in any reserved spots; there is monitoring of reserved spaces
 |
| How Many People to Expect  | * Approximately 50-70 in person
* Approximately 20-30 online
 |
| Are Guests Allowed | * Yes, you can bring up to 2 guests
* Please send us their names, title, and contact information
 |
| What is the Dress Code | Business Casual |
| What About Audio - Visual | * Available and support can be provided
* Arrive by 11:45 am to test your A/V
 |
| Please Provide the Following: | * Picture
* Short Bio
* Title of your Presentation
 |

Please let us know if you have any additional questions or concerns. We appreciate your consideration and look forward to hearing from you!

Thank you!

**Sincerely,**

**Kiwanis Club of Atlanta**



**Directions to Kiwanis at the Loudermilk Center**

**From I-75/85 Northbound:**
Exit #248-B---Go left at the first traffic light (Edgewood Avenue). Go Approximately 4 blocks until you cross Courtland Street. At the next traffic light go right onto Peachtree Center Avenue and take the first entrance on your right (Lynch’s Ally). The entrance to the parking garage will be past the median on the left. The Loudermilk Center is adjacent to the parking garage. View Map

**From I-75/85 Southbound:**
Exit #249A- Courtland Street is one –way street going south. Loudermilk Center for the Regional Community will be on the right after Auburn Avenue. Turn right onto Lynches Alley (the street after Auburn Ave. and before Edgewood Ave.) and park in the United Way parking deck. View Map

**On MARTA Northbound or Southbound Line:**
Get off at the Peachtree Center Station, take the set of escalators to Ellis Street. Once you get to the street level, you will see the Georgia Pacific Building on your left. Cross in front of Georgia Pacific Building and take a left onto John Wesley Dobbs Avenue. At the first traffic light, go right onto Peachtree Center Avenue. Walk on Peachtree Center Avenue and make a left between The Woodruff Volunteer Center parking deck and The Woodruff Volunteer Center (United Way Building). The Loudermilk Center for the Regional Community will be on the left facing The Woodruff Volunteer Center (United Way Building). View Map

**From I-20 Eastbound:**
Exit #56B - Windsor/ Spring Street. Go straight to the third traffic light. Take a left on Central Avenue. Turn right onto Auburn Avenue, then right onto Courtland Street. Loudermilk Center for the Regional Community will be on the right. Turn right onto Lynches Alley (the street after Auburn Ave. and before Edgewood Ave.) and park in the United Way parking deck. View Map

**From I-20 Westbound:**
Exit #58A - Capital Avenue turn right at the light. Stay on Capitol Avenue, which changes into Piedmont Avenue after crossing MLK Jr. Drive. Turn left onto Auburn Avenue, then left onto Courtland Street. Loudermilk Center for the Regional Community will be on the right. Turn right onto Lunches Alley (the street after Auburn Ave. and before Edgewood Ave.) and park in the United Way parking deck. View Map

**Parking for Kiwanis at the Loudermilk Center**

* Free parking is available for you in the parking deck next to the building – access from Auburn Ave. or Lynch’s Alley
* Please do NOT park in any reserved spots; there is monitoring of reserved spaces