Rotary Club of Marietta Metro

Speaker Guidelines

The Marietta Metro Rotary Club is always looking for interesting guest speakers. If you or your group would like to speak at one of our lunch meetings, please email k.c.kadow.lttf@statefarm.com.

The following hints will help you prepare for your presentation. We meet Mondays at the Hilton Atlanta/Marietta Hotel and Conference Center, 500 Powder Springs St., Marietta, GA 30064, United States. Meetings typically start at 12:15 p.m. and end at 1:15 p.m.

- Arrive in advance to familiarize yourself with the room and become comfortable with the set-up. The room will be available to you at 11:30 AM; Rotarians gather at noon or shortly thereafter. Be sure to check in at the registration desk to obtain a name badge.

- Visit the club’s Web site at www.mariettametrorotary.org to familiarize you with our club and its activities.

- A standing rule of our club is that speakers not solicit financial donations for any cause they may represent, or sell anything, during their presentation to our club. Also, we do not allow campaigning for any political or elected seat. Rotary International is a charitable and humanitarian non-government organization (NGO). Our club already donates many thousands of dollars and thousands of hours annually to needy projects locally and worldwide; each project is studied and carefully worked into our annual budget.

- Speaking notes and copies of presentation should be provided to the Rotary Club of Marietta Metro in hard copy or emailed to k.c.kadow.lttf@statefarm.com or to enable us to share your information online.

- Please provide a recent digital photograph of yourself one to two weeks in advance of your presentation. Also, supply a brief biography of yourself of 50 to 100 words. This will assist us to promote your presentation to our membership on our club Web site. Email the photo and biography to the club webmaster at webmaster@mariettametrorotary.com.

- Audio/Visual: Notify us in advance if you need a laptop or projector for your presentation. Or if you will be providing your own. In addition, save your presentation to either a CD or thumb drive in case your computer fails, and another laptop is needed. A Rotary member familiar with Power Point or laptop presentations will be available to assist you. Please notify our program chair if you anticipate that assistance will be needed.

- Duration of presentation is 15-20 minutes with Q&A following

- Hand-outs are best utilized if left on each table prior to beginning of the meeting; please do so before members and guests arrive.

REQUEST FORM

Confirmed Speaking Date: ___________________ for my presentation I will need:

Projector: ___Yes ___ No Laptop: ___Yes ___ No Sound/Speakers: ___Yes ___ No

Signature: ______________________________________ Date: __________________________ (My signature confirms that I have read and understand the Marietta Metro Rotary Club policy about speaking and presenting at the club luncheon.

E-mail your confirming reply to k.c.kadow.lttf@statefarm.com or send it by U.S. Postal Service to Rotary Club of Marietta Metro, P.O. Box 293, Marietta, GA 30061 (Attn KC Kadow).