

## GUIDELINES FOR SPEAKERS

- The POD Chair, with assistance from the POD members, is responsible for organizing the speakers. The chair should first check with the President as to when Business Meetings or special events are occurring. In those cases, no speaker may be required.
- Suggested speakers may be put forth by club members and referred to the POD Chairs. Potential speakers should only be considered based on their topic and relevance to the interests of our club members. Do not engage a speaker whose interest is their own fundraising or are using the presentation to campaign. No speaker should ever be asking Rotarians for money or for their vote in elections.
- Whoever engages the speakers – must make it clear to the speaker that the presentation cannot exceed 20 minutes plus 5 minutes at the end for questions. They should also inform the speaker that no compensation is provided.
- The POD chair is responsible for monitoring the time to ensure the speaker does not exceed 20 minutes. The POD chair will need to warn the speaker if they have exceeded their time limit.
- The speaker should be asked if they need our A/V equipment. If they do then arrangements should be made in advance with Chris Demerino. The speaker should arrive around 5.45PM to familiarize themselves with the equipment and ensure everything is working properly.
- The speaker should provide a “bio” that can be used by the POD member who introduces the speaker.
- The POD should ensure they have someone to thank the speaker. The individual thanking the speaker should mention that Rotary will be making an annual donation to Polio Plus on behalf of all speakers throughout the year.
- The speaker should provide ~5 talking points that the Rotoracle Writer could use to put into the Rotoracle.