



Rotary Club of Grande Prairie Sunrise Presentation Guidelines

Thank you for agreeing to speak at the Rotary Club of Grande Prairie Sunrise. We feel privileged to host speakers and would like to underline some speaking guidelines. Our meetings are short which means we need to keep our meetings on time, pertinent and informative. We ask that your presentation focus on being educational rather than a request for financial support from our club or our members. No political speeches are allowed. Below are a few notes to ensure a productive and efficient presentation for you and our 30+ members. Please review and respond to our Guest Speaker Coordinator (as listed below) with any additional questions.

As we are sure you can appreciate, Rotarians are busy people. We must stick to maximum 15 minutes including Q and A.

To address the group, we recommend opening with "President Nevada, Rotarians and Guests."

Meeting Time: Tuesdays at 7:15 am (Please arrive by 7:00am if you are speaking)
Place: Holiday Inn, First Floor meeting room 9816 – 107 Street
Meeting ends: Approximately 8:10 am
Breakfast: 7:15 am
Notes and other items on the agenda: 7:30 – 8:10 am
Guest Speakers: 7:45 – 8:00 including any Q and A. You're very welcome to stay behind after the meeting for further questions or comments.

Please fill in and return the form via email.

Name of Speaker:

Topic:

Date of Presentation:

Permission to post your name on our Clubrunner website (yes or no):

Please provide a few details as to how we can introduce you: title, position, history, family, etc. that may add to the talk.

We have found it best that speakers provide their own equipment such as computer. We will provide a projector and screen. **Please indicate any equipment you will be using:**

Please call or email questions to: Colby at Colby@odessadoors.com or Lyneah Watson-Grusie at lyneahgrusie@gmail.com