



First, thanks for doing this in inviting and assisting the speaker.



Based on past and recent experiences, listed below are Guidelines for Inviting, Introducing, Q&A and Thanking Speakers.

Should you have any questions, please do not hesitate to contact a member of the RCWO program committee.

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### **Inviting the Speaker**

Once the date has been confirmed by the chair of the Program Committee, email the speaker confirming

- the date,
- the topic,
- the schedule and when they will speak. –
  - *"The meeting starts at 12:30, the National Anthem will be played, I will introduce you, then your talk, and a follow-up Question and Answer moderated by myself. The talk and Q&A should be around 30 minutes, though there is flexibility."*
- Ask for a brief introduction to themselves, 3 or 4 sentences. They are there to speak on their topic, not to have a long introduction by yourself.

### **A few days before the meeting**

Contact the speaker re-confirming the date and time.

- If they are remote, provide them with the Zoom coordinates and note that they can "Share their presentation" on Zoom.
  - Ask the speaker for a copy of their presentation before the meeting, explain that there have been occurrences where the speaker has not been able to display the presentation.
- Also, we recommend you send this to the speaker(s).
  - *"We always ask you, the speaker, that if you are not comfortable with the technical aspects of Zoom and sharing their presentation, and to ensure a backup if things go technically wrong, you can email it to me, who will forward it to the meeting chair. A member will display it, progressing the slides on your prompts."*
  - You can then forward the presentation to the club president/chair/technical person who will then have it on standby Just In Case.
- If they will attend the meeting in person,
  - send them the address  
St Elias Centre  
750 Ridgewood Ave  
Ottawa, ON K1V 6L6  
Canada
  - Tell them that you will meet them at the door beforehand to help them navigate into the meeting
  - You may want to exchange Cell Phone numbers to make the coordination easier.



### **Introducing.**

#### **Keep it short and sweet!**

- Who the speaker is (the short Bio)
  - Why this topic - 1 or 2 sentences
- "With Rotary International starting a new program focusing on the Environment and during this pandemic, citizens of Ottawa are looking for a safe vehicle to experience nature, this is a very timely presentation.  
Camille"*

*"Fall is a great time for a road trip, so today, Laura will be talking about cute towns within an hour's drive of Ottawa. She'll offer up a bit of history, restaurant suggestions, hiking ideas and more.*

*Rotarians and Guests, please give Laura a warm welcome"*

### **The Speaker then speaks**

Keep your eye on the chat window as the meeting chair may ask you to prompt the speaker that time is running out

### **Questions and Answers.**

At the start of the Q&A, note to the audience that:

- The questions are limited to 1 per person so all have a chance.
- State that this is a question and answer, not a debate
- Let the questionnaires know that they should keep their preamble and question brief to allow the Speaker time to respond.

Carefully monitor the time. Often, the chair may privately text you about closing the Q&A

A good practice is to take a list of all who raise their hand, let the audience know the order and then follow the list.

Don't be afraid to stop someone who butts in or asks a second question

An example

*"In order to have as many questions as possible and to keep it fair to all I will ask questioners not to have a long preamble, keep the questions direct, and limit themselves to one question, no follow up questions.  
Please raise your hand if you have a question and I will make a list."*

### **Thanking Speakers**

#### **Keep it short and sweet! – some examples**

*“Thank you again Laura. In these Pandemic times, we are encouraged to travel locally. You have certainly given us enough material for that.  
In gratitude of your presentation, our club will be donating to the Rotary Eradication of Polio Fund.”*

*“Thank you very much Hugh.  
In gratitude of your presentation, our club will be donating to the Rotary Eradication of Polio Fund.”*

*“Thank you very much Camille for your presentation of this gem of wilderness in our urban environment  
In gratitude of your presentation, our club will be donating to the Rotary Eradication of Polio Fund.”*

**PLEASE DO NOT REPEAT WHAT THEY SAID!!!! – NOR GIVE YOUR ANALYSIS**

### **Turn the meeting over to the Chair**

Who will commence with the rest of the meeting.

### **After the meeting**

It would be nice if you could later email the Speaker thanking them again. You could forward the Spinoff for that meeting with the Video Link, asking them not to share

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Finally, Thanks again for doing this

