



Information for Speakers at the Rotary Club of **Sidney by the Sea**

Thank you for accepting our invitation to speak to the Rotary Club of **Sidney by the Sea**. We would appreciate a brief biography and précis of your talk so that we can introduce you to the club. Please provide the biography and précis to your Rotary contact person about a week before the talk.

Meeting Location and Format

- We hold our meetings at 7:15am each Thursday morning at the Shoal Centre, 10030 Resthaven Drive, Sidney, BC. Please arrive a few minutes early so that audio/visual aids can be checked out.
- Breakfast is served and guest speakers are not expected to pay.
- 30-40 Rotarians and guests attend a typical meeting held in a dining room setting.
- The meeting will open with the National Anthem, grace and recitation of the Rotary four way test. Breakfast and items of club business follow.
- Our speakers usually take the floor following an introduction at approximately 7:50am. Please allow 15-20 minutes for your speech and then another 10 minutes for questions. A Rotarian will rise at approximately 8:20am to thank you.
- The Club President will adjourn the meeting after some final business.

Audio-Visual Facilities

- Our venue, although quite compact does not have good acoustics thus we provide a wireless microphone and PA amplifier. Unless your voice is quite strong, please use the microphone.
- We will set up a projector and screen on request. The projector has a standard connector for PC's and an adapter for Mac computers.
- Please don't use a lot of small text in your visual presentation. It is hard to read from the back of the room.
- Please let your Rotarian contact know if any other facilities are required.

General Guidelines

Unless specifically agreed when the speaking engagement is made, please refrain from:

- Marketing or sales talks
- Direct solicitation for a charity, cause, or project
- Personal political or religious messages



The Rotary Club of
Sidney by the Sea
P.O. Box 2651, Sidney, British Columbia, Canada V8L 4C1
www.Rotary5020.org



Pamphlets or brochures related to your program may be distributed on tables prior to the meeting. Please arrange to have any extra brochures picked up following the meeting.

Requests for Club support for service projects should be directed to the appropriate committee, Community Service or International Service, as the case may be.

Discussions during our meetings are guided by the Four-Way Test:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

In appreciation of our speakers **Sidney by the Sea** Rotary Club makes an annual contribution to the Rotary Foundation which is used for local and international projects throughout the world.