**Kalamalka Rotary Club**

**Notes for Guest Speakers**

**Meeting Place**

* We meet at the Best Western Vernon Lodge on highway 97.
* Address is: 3914 32 St Vernon, BC V1T 5P1
* About 50-70 people usually attend our meetings.

**Speaking Guidelines**

* Your presentation time is **15 minutes maximum**.
* You may answer some questions from the floor if time permits.
* We encourage you to bring a PowerPoint presentation on a thumb drive to use at the meeting. We have a computer and projector for your use.
* If you need any other AV equipment, please let us know so we can see if it is available.
* You are welcome to bring handout materials if you like, but this is not necessary.
* If you can provide a brief bio that would be helpful
* Although your topic or cause may be very important to you, we ask that speakers do not ask for financial support from the club during their presentations.  The club has a well established protocol for grant applications which all applicants must follow. Application forms can be found on our website at: http://www.kalrotary.org/

**The general lunch agenda is as follows.**

         People arrive 11:45-12:10

         Meeting starts at 12:10

         Lunch is served. And while people are eating lunch, the President does a small amount of club business, announcements etc.

         Then our speaker presents for 10-15 minutes (15 minutes maximum) and can answer some questions if time permits.

         Wrap up of meeting by president and sergeant at arms

         Done by 1:15pm.

         We will provide lunch for you and a token gift for speaking.

* If you bring a group of people with you those extra people will be expected to pay for their own meals. The meal cost is $15.

Thank you for agreeing to present to our club.  We look forward to your presentation.