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**JUNEAU GLACIER VALLEY ROTARY**

**GUEST SPEAKER OUTLINE**

On behalf of the Glacier Valley Rotary Club, we thank you for your commitment to speak at our club’s weekly meeting. As a guest speaker, you have the opportunity to reach a diverse group of leaders in the Juneau community, the preparation and time you will spend is greatly appreciated by our membership.

**Meeting date/time:** Wednesday, 12:00pm to 1:00pm

**Location:** *Juneau International Airport*

We meet in the Alaska Room located at the far south (or right) end, upstairs near the security check-in area. Please arrive by 11:50am, park in the airport short-term parking lot, ***bring your parking ticket in with you, we will validate it***. Introduce yourself to the Rotary Greeter as you enter the meeting room. A greeter, the Club President or Program Committee Chairs, Max Mertz or George Elgee, will escort you to your seat and get you oriented.

**Meeting timeline:**

11:50 to 12:10pm Fellowship and lunch begins

12:10pm Bell rings calling the meeting to order, flag salute and invocation

12:10 to 12:35pm Introduction of guests and club business

12:35pm Introduction of Speaker(s)

12:35 to 12:55pm Guest program (see below)

12:55 to 1:00pm Questions and answers, final club business

1:00 Meeting is adjourned

**Your presentation:** Plan to speak for about 20 minutes, leaving time for questions and answers from the membership. Announcing upcoming events is fine, solicitation for funding or donations is not allowed.

**Membership attendance:** Expect 35-45 members and guests to attend.

**Audio/visual needs:** Please contact our Program Committee Chair, George Elgee, via email at [George@ermcpa.com](mailto:George@ermcpa.com) or Max Mertz at [Max@ermcpa.com](mailto:Max@ermcpa.com) prior to your speaking date for any audio / visual or other special needs. We have a laptop compatible projector available for your use.

**Biography:** Please provide George or Max with a brief biography to use for your introduction.

We look forward to hearing your program, if you have any questions please do not hesitate to contact George Elgee (321-0922) or Max Mertz (957-7131).

*Thank you!*