



The Rotary Club of Regina Eastview Speaker Guidelines

On behalf of the Rotary Club of Regina Eastview, we deeply appreciate your willingness to take the time to share your talent and expertise with our members. The Rotary Club of Regina Eastview is an organization of business professionals and executives committed to professional and ethical values, humanitarian service, and the motto of “service above self.” For more information, we encourage you to visit www.eastviewrotary.org

The following guidelines are provided to assist you with your presentation:

Background Information

- The Eastview Rotary Club meets every Thursday from 12:00 PM to 1:15 PM at the Delta Hotel on the corner of Saskatchewan Drive & Hamilton St.
- Eastview Rotary Club members are professional men and women, approximately 75 members, with about 40-55 in attendance at weekly meetings.
- Your Rotary Host is the person who invited you to speak to the Club. In advance of the day of your presentation, please be sure to provide your Rotary Host with:
 - Information on any audio-visual needs you may have; and
 - A brief bio.
- 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.
- Unless specifically asked to do so by the Club President, please refrain from:
 - Marketing or sales talks;
 - Direct solicitation for a charity, cause, or project; or
 - Personal political or religious messages.

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

At the Meeting

- The room in the hotel where the meeting is held varies from week to week. Please check the hotel’s room bookings board near the front desk.
- Proceed to the Rotary meeting room.
- Introduce yourself as the guest speaker at the Club’s registration desk – you will be asked to sign in but your lunch is on the Club. The Club has three lunch options – hot buffet, grilled cheese sandwich, or fruit plate – let the registration desk Rotarian know which option you prefer. For the buffet lunch, help yourself

- once you are settled at your table. The other lunch options are brought to you at your table – just let one of the hotel catering staff know which option you'd like.
- Please sit at the lead table (first row centre in front of the podium) with your Rotary Host and the Club President.
 - The program portion of the meeting typically begins at 12:20 pm and the speaker would normally be introduced at about 12:25 pm. There is a **maximum** of 20 minutes (including Q&A) for the speaker's presentation.
 - There is Club business following the speaker presentation and the meeting will normally end at 1:15 pm.

If you have any questions, please contact your Rotary Host.

Again, thank you for sharing with the Rotary Club of Regina Eastview.