

# **Speaker Guide**

Welcome and thank you for considering sharing your expertise with the Rotary Club of Southampton. Our club is a vibrant community organization committed to service locally and globally. As a guest speaker, your insights contribute significantly to our mission of fostering connections, lifelong learning, and positive impact.

Location: 39 Grey Street S, Southampton, Ontario, NOH 2LO.

Club Membership: Approximately 30 engaged members

## Meeting Schedule:

- 6:30 PM: Pre-Meeting Social Hour
  - A time for informal networking (wine, beer, and soft drinks are available). Please note: we no longer have meals at our meetings unless specified.
- 7:00 PM: Formal Meeting
  - Your presentation will usually follow introductions and may be the first agenda item. You are welcome to stay for the entire meeting or leave once your presentation concludes

#### **Presentation Specifications:**

- **Recommended Length:** 15–20 minutes (maximum of 20 minutes).
- **Q&A Session:** Up to 10 minutes allowed, for a total time slot of 30 minutes.

#### **Technical Support:**

- 1. A large-screen TV is available for presentations.
- 2. Bring your own laptop or USB stick or email your presentation in advance to <u>rotary1938@gmail.com</u>.
- 3. Hybrid meeting options via Zoom are available upon request.

**Tip:** We recommend testing equipment ahead of time to ensure a smooth experience.

### **Presentation Guidelines:**

- **Content:** Focus on providing informative, engaging, and practical insights.
- Style: Interactive elements are encouraged.
- Handouts: Handouts are welcome, but please note that on-site copying is unavailable.

#### **Restrictions:**

- We avoid political or religious topics or direct fundraising appeals.
- If you wish to request funding or support, please submit your request in writing to the Community Service Chair using the Request for Funding and Support Form available on our website.

Additional Opportunities: We value your interest in our club and invite you to:

- Attend future meetings
- Volunteer for a service project
- Explore membership opportunities

To learn more about our club's mission, projects, and programs, please visit our website at <u>www.southamptonrotary.com</u>. Thank you again for your contribution to the "Magic of Rotary."