

Rotary Edina Morningside

Guidelines for Speakers

Dear Rotary program speaker,

Thank you for your interest in presenting at the Rotary Club of Edina Morningside!

1. Club meetings are held on Tuesday mornings at the Edina Country Club, 5100 Wooddale Ave, Edina MN 55424. Country club phone number 952-927-7151.
2. Club members arrive at 7:15 a.m. The meeting begins at 7:30 a.m. and ends at 8:30 a.m. sharp. If you would like to come earlier than 7:15 to set up any materials or equipment, please contact Ian Nemerov: iannemerov@gmail.com to make arrangements.
3. Please expect to speak for between 20 and 25 minutes beginning at approximately 8:00 a.m. You may consider leaving time for questions at the end of your presentation.
4. The club president will signal you and/or stand up when there are 3 - 5 minutes remaining for you to speak.
5. We utilize projection at every meeting and prefer to include any PowerPoint / Video into the meeting deck. Our Club Intern, Anu: shahx217@umn.edu can help you with specifics. Please send your presentation to her by Friday and notify her or Ian in advance if you have any special Audio Visual needs such as a DVD player, audio system, etc. so they can make sure they are available and set up that day.
6. There is a podium where you may speak and hold notes. There is also a hand-held microphone available to be utilized for the presentation.
7. You may bring handouts or other materials to distribute to club members and guests if appropriate. Handouts may be placed on the tables, chairs, or make them available after the meeting. Average meeting attendance is 50 people.
8. If you are unable to make your scheduled appearance for any reason, please contact our club Program Coordinator, Ian 612-209-6378 or Club President, Tom 612-770-8389 as soon as possible.
9. Please note that our club membership of local business owners and professionals includes a mix of gender, race, socioeconomic background, religious and political affiliations.

Thank you for taking the time to be a part of the Edina Morningside Rotary program!