

## Instructions and Protocol for Speakers Addressing the Bozeman Sunrise Rotary Club

Thank you for your interest in speaking to the members of the Bozeman Sunrise Rotary Club. Our weekly meetings start at 6:45 a.m. on Fridays. Be sure to check with your Rotarian contact on the location for our meeting that week.

Members usually enjoy 15 minutes of socializing before the breakfast bell is rung at 7:00am. Club business is conducted by our President from roughly 7:15-7:30 a.m., at which time you will be introduced by one of our members preceded by a brief bio on yourself and your represented entity. You will then have 25 minutes for your talk and 5 minutes for Q&A, roughly planned to complete around 8:00 a.m.

### Things to know before your arrival

Rotarians are always interested in learning about businesses, groups and organizations in our community from all walks of life. Your presentation should be enlightening, factual, and seek to explain **WHY** you exist, **WHAT** benefit you provide to society, and why **WE** would want to hear your story.

- Please arrive by 6:45 a.m. so as to have adequate time to prepare any materials and connect your computer to the LCD projector we have for you to verify it works correctly. You are welcome to place handouts on tables for members to peruse (plan for 70 sets on 8 tables).
- The LCD projector we have can be used for MAC or PC. Bring your own computer, or if you do not have one, bring the file on a USB thumb-drive, or if it runs from an online source, arrange to email a link to it to your Rotarian contact a few days before your talk. If your presentation needs audio support, we can arrange for you to plug directly into the PA system at the venue (please give us advanced notice you will need this plug), plus we suggest bringing powered speakers of your own as a backup. **\*\*\* If you have a MAC, be sure it has an HDMI port, or mini-connector from your MAC to our HDMI cable \*\*\***
- If you represent a non-profit or NGO-type entity, you are free to explain how you raise funds, and how volunteers help your cause. However, we request that you make no direct solicitations for labor or funds from our club, or club members, in the presentation. You will have time to meet interested members afterward who may wish to help you on a personal basis.
- If you are a for-profit private business, we expect your discussion to focus on the uniqueness of your company and its contributions to the community without sounding like a 'free commercial' for doing business with you.

### What we need from you prior to speaking to us

- Forward (via email) a brief BIOGRAPHY and small digital photo of yourself, along with the Title of your presentation and brief summary of what the talk is about. Please send this to your speaker coordinator at least 15 days in advance if possible.
- Let us know if you need any special audio or video support (our LCD projector, PA system tie-in or flipchart). We have use of Powerpoint viewer, but not a full version of Powerpoint, so any embedded videos MAY NOT run, so best to have those files to run separately. A microphone and PA system are automatically at your disposal.

Should you need to cancel for any reason, please communicate with the person who initially arranged your speaking engagement with our club as soon as you can, giving us time to find an alternative speaker. Thank you for your courtesy.