

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. We meet both in-person at the Holiday Inn and virtually through Zoom. We welcome your presentation in-person but are also fine if you want to Zoom in instead. Be sure to check with your Rotarian contact for the log in information on our meeting that week.

Members start logging in a few minutes early. The president starts the formal meeting at 7:00 am. Shortly thereafter, the larger group is divided into small virtual break out rooms for several minutes of socializing.

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 15-20 minutes for your talk and 5 minutes for Q&A, roughly planned to complete a few minutes before 8:00 a.m. to allow for closing remarks.

If you do not have Zoom experience, please let your contact know this and we can help you out.

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.

- If you present through Zoom, the president will make you a co-host for the meeting, so you can share your computer screen to display your slides or other information you want to share as part of your presentation.
- 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.
- If you present in-person, please either:
 - Bring a thumb drive with your slides and/or video to the meeting, or
 - Send your Rotarian contact your slides/video by no later than Wednesday of the week of your presentation.

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 taking the time to meet with us. We very much appreciate it!