



### **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 am on Fridays. We meet both in-person at The Springs at Bozeman, 2632 Catron Street, Bozeman, MT, and virtually through Zoom. We welcome your presentation in person but understand if you want to Zoom instead. Be sure to check with your Rotarian speaker contact for the log in information for 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 am, at which time you will be introduced by one of our members preceded by a brief biography of yourself and your represented entity.

You will then have 15-20 minutes for your presentation and 5 minutes for Q&A, roughly planned to conclude a few minutes before 8:00 am to allow for closing remarks.

If you do not have Zoom experience, please let your speaker contact know and we can provide assistance.

### **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 with Us**

- Forward (via email) a brief biography and small digital photograph of yourself, along with the title of your presentation and a brief summary of your presentation. Please send this to your speaker contact at least 15 days in advance if possible.
- If you present in person, please either:
  - Bring a thumb drive with your slides/video to the meeting, or
  - Send your speaker contact your slides/video by no later than Wednesday of the week of your presentation.
- If you need to use your own laptop for your presentation, please let your speaker contact know so we can provide you with the link to our Zoom meeting and make you a co-host for the meeting.

Should you need to cancel for any reason, please communicate with your speaker contact as soon as possible to provide us time to identify an alternative speaker.

**THANK YOU** for taking the time to share your presentation with us. We very much appreciate it!