



# Rotary Club of Granville

PO Box 296 • Granville Ohio 43023

Approved – July 9, 2009

## GRANVILLE ROTARY SPEAKER GUIDELINES

### About Your Talk:

- The person who recommended that you be a speaker is the person who will be your main point of contact for all of the details of your speech, including the date, etc. That person will meet you, introduce you and ensure you have all of your questions answered. We call that person your sponsor.
- Once you have received an invitation to make a presentation, or your suggested program has been approved, the Club will appreciate some materials from you to make sure that your subject and professional background are distributed to its members (via an e-mail announcement) several days before the scheduled presentation. This means having the following materials sent by email to your sponsor as soon as you are confirmed as a speaker. These might include:
  1. The title of your presentation
  2. A biographical sketch, somewhere around 150 to 200 words, in a narrative format (not just a listing of dates, appointments, or job titles), and perhaps a short paragraph that expands on the title of your presentation
  3. The best way to reach you, such as a phone or fax number, as well as your email and mailing address
- Plan to meet your sponsor in the Granville Inn's Great Room by 11:45 am, so you can get set-up and have lunch. Plan to arrive earlier if audio visual set-up is required.
- Expect a crowd of 60 to 80 people
- The room is equipped with a podium microphone, but the speaker will need to project vocally and personally to maintain the attention of the audience
- If handouts are part of the program, please prepare for 60 to 80 copies
- The presentation should be approximately 15 minutes, with 5 minutes for questions and answers (20 minutes total).
- The meeting will end no later than 1:00 pm; and earlier adjournments are acceptable



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## Audio Visual Needs:

- If you are using A/V equipment of any nature, you should be in the room to set up and test your equipment and presentation no later than 11:40 am
- The Club has available: a computer, a projector, a screen and an easel
- If you are using Power Point for your presentation, the Club's computer is Microsoft-based (Mac software users must bring their own computer)

## Q&A Dynamics:

- After a question is asked, please repeat the question so everyone in the room can hear it
- At an appropriate moment, the President will stand next to you, indicating to you and to the membership that the time to adjourn is approaching. Please take one more question at that point.
- After your presentation, the President will make a brief comment on your presentation and ask you to sign a bookplate. The book will be donated in your name to the Granville Public Library.
- After your presentation, members of the Club may approach you for direct dialogue. This dialogue may include anything from thanking you for your comments to requesting additional information from you to requesting an appointment with you. All of this discussion is appropriate after the meeting is adjourned.