



GUIDELINES FOR ROTARY SPEAKERS

Thank you for accepting the invitation to speak to our Lake Forest – Lake Bluff Rotary Club. We appreciate your willingness to share your talent and expertise with our members. Programs like yours are the centerpiece of our weekly meetings.

Our club was established in 1959 and for over 50-years we have been dedicated to creating positive, lasting change in our community and around the world through service and philanthropy. In this endeavor, we join over 1.2 million Rotarians in 200 countries who put the Rotary motto of “Service Above Self” into practice.

The approximately 70 women and men of our club include community leaders in business, professional and civic activities. They range in age from 30-something to retirees with an average age above 50.

The person who recommended that you speak will be your host and point of contact for all the details of your presentation including your introduction.

Our club meets on Wednesdays from 7:15 to 8:30AM at the Lake Forest Club, 554 N. Westmoreland Road, Lake Forest, IL. You and your host should plan to arrive no later than 7AM. This will give you time to test the audiovisual set-up, distribute any materials, etc. prior to the start of the meeting.

A buffet breakfast is served at 7:15. You will be our guest for breakfast. The club meeting begins at 7:30 with the Pledge of Allegiance, the Rotary Four-Way Test and an Invocation. Visitors are introduced, announcements are made and we share news through Happy Dollars. By 8:00, the President will turn the meeting over to your host, who will introduce you. By 8:30, the podium returns to the President.

The following guidelines are intended to help in preparing your presentation:

1. Please plan on 30 minutes or less for your program which includes at least 5 minutes for questions. The meeting must end by 8:30. You are welcome to talk to interested members after the meeting.
2. As soon as possible but at least two weeks in advance, email the following information to your host. This information will be used by your host for your introduction and will be posted to the Club website (www.LFLBRotary.org) and Weekly Bulletin to give members the opportunity to invite interested guests. It may also be used to generate a press release.
 - Your name as you want it to appear (required)
 - Your title (if appropriate)
 - Topic or title of the program (required)
 - Summary of the program (required)
 - Information on your organization (if appropriate)
 - Biography (recommended)
 - Photograph (recommended)

3. Handout information relevant to your presentation may be placed on the breakfast tables. Typically about 50 members will attend.
4. The dining room is large and wide so we ask that you use the hand-held or lapel microphone. If using PowerPoint, please use print that is at least 60-point and images that are large.
5. If you will be utilizing a computer for your presentation, you may bring your own or use the Rotary club's Windows laptop. Our laptop is compatible with our portable large screen monitor. We also have a remote control for PowerPoint or other programs that allow you to be mobile during a presentation. However, connecting a personal laptop to the monitor is typically not an issue. If using the club's laptop, the presentation may be brought on a USB Thumb Drive, DVD or CD. The Lake Forest Club has open Wi-Fi access if you wish to access your presentation or other materials via the internet.
6. We have the ability to connect the club laptop to the sound system for the entire room for videos within a presentation as well as a wireless lapel microphone.
7. Let your host know in advance if you will be utilizing the club laptop and or monitor and arrangements will be made with the Lake Forest Club to have the equipment set up.
8. As Rotarians we are asked to apply the Four-Way Test to all that we say and do and we ask that you apply this test to your presentation. (www.rotary.org/myrotary/en/guiding-principles)
 - Is it the truth?
 - Is it fair to all concerned?
 - Will it build goodwill and better friendships?
 - Will it be beneficial to all concerned?
9. We ask that you refrain from taking political positions, delivering religious messages, making sales pitches or soliciting funds during your presentation.

Finally, we are most grateful to you for agreeing to speak to our club and we look forward to your visit and your presentation.

This document is also available at www.LFLBRotary.org