



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 65 years we have been dedicated to creating positive, lasting changes in our community and around the world through service and philanthropy. In this endeavor, we join over 1.2 million Rotarians in over 200 countries and territories who put the Rotary motto of “Service Above Self” into practice.

The approximately 60 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 (if needed), 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 a Blessing/Inspiration. 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 with preparing your presentation:

1. Please plan on 30 minutes or less for your program which should include at least 5 minutes for questions. The meeting must end by 8:30 but you are welcome and encouraged to speak with members after the meeting.
2. As soon as possible but at least three 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 other Club communications to give members the opportunity to invite interested guests. It may also be used to generate social media posts and press releases.
 - 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, 30 to 35 members attend.
4. The dining room is large and wide so we ask that you use the podium or hand-held microphone.
5. There is no requirement to use PowerPoint or to show images or videos during your presentation but if you do, you **must** bring those on a USB thumb drive (either type-A or C) that will be used in the Club's laptop. Connecting another laptop to the monitor is often problematic and can delay the program. The Club laptop is connected to a large monitor but if using PowerPoint, please use print that is at least 60-point and images that are large.
6. 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?
7. We ask that you refrain from taking political positions, delivering religious messages, making sales pitches or soliciting funds during your presentation.
8. Please understand that presenting to our Club does not constitute an endorsement by the Club or Rotary International, nor should an endorsement be implied in any communication about 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