

## GUIDELINES FOR SPEAKERS

**Thank you** for accepting the invitation to speak to our Rotary Club of Long Grove, Kildeer, and Hawthorn Woods. 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 1994. We are dedicated to creating positive, lasting change in our community and around the world through service and philanthropy. We join over 1.2 million Rotarians in 200 countries who put the Rotary motto of “Service Above Self” into practice. The approximately 20 men and women 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 Tuesdays from 7:15 to 8:30AM, at Joanie’s Pizzeria at 235 Robert Parker Coffin Rd. in Long Grove. 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 and an Invocation. Visitors are introduced, announcements are made and we take care of some club business. 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.RCLG.org](http://www.RCLG.org)), Facebook Page, and Weekly Bulletin to give members the opportunity to invite interested guests. It may also be used to generate a press release.
  - a. Your name as you want it to appear (required)
  - b. Your title (if appropriate)
  - c. Topic or title of the program (required)
  - d. Summary of the program (required)
  - e. Information on your organization (if appropriate)
  - f. Biography (recommended)
  - g. Photograph (recommended)
3. Handout information relevant to your presentation may be placed on the breakfast tables.
4. Typically there will be about 20 attendees, both members and guests.



5. Should you bring your own computer for the presentation, **we STRONGLY recommend you have a copy on a USB Flash Drive**, should there be connection issues with your machine. The club has a variety of HDMI and RGB cables on-hand, including those for Apple products, but you should bring your own cables if using a more esoteric connection. Alternatively, we can provide a laptop which will load your Powerpoint or Acrobat files from a USB Drive.
6. Please let us know if you will need computer or television sound for your presentation.
7. Internet access cannot be relied upon, and accessing videos or other information over the Internet is not recommended.
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](http://www.rotary.org))
  - a. Is it the truth?
  - b. Is it fair to all concerned?
  - c. Will it build goodwill and better friendships?
  - d. 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.**