**ROTARY CLUB OF STEAMBOAT SPRINGS PROGRAM COMMITTEE - SPEAKER GUIDELINES**

**General information for all speakers:**

Meetings are held on Tuesdays at 12 pm at

The Steamboat Grand

2300 Mt Werner Cir, Steamboat Springs, CO 80487

You will be able to park in the Ski Time Square parking garage across the street from The Grand’s main entrance. You can park for free using the **access code 7886.** First, find a parking spot then go to the parking kiosk, enter your license plate number, find the name of the event in the product list (you may need to select option 5 to see additional products), then enter the access code. The access code will be valid for free parking from 11:30am – 2pm. If you are parked outside of this time frame you will be subject to a parking ticket. If you do not follow the above procedure, you are subject to a parking ticket.

Our speakers are given 20 minutes for their presentation and ask that they allow an additional 5-10 minutes for questions. Formal presentations start immediately after club announcements to ensure that the guest speaker always receives their full allotted time. Fellowship and sharing of "good news” typically follows the presentation with the meeting adjourning promptly at 1:30pm.

We provide a laptop with wireless slide advancer and laser pointer, screen projector, handheld wireless microphones, and screen as needed. You must use the Rotary laptop. Please communicate AV needs and provide your bio to the Program Chair one week in advance of program. Please email your presentation at least 2 days before speaking to: [Steamboatrotary@gmail.com](mailto:Steamboatrotary@gmail.com). Also, please bring a thumb drive containing your presentation to utilize as a backup. We request that the speaker arrive 15 minutes in advance to verify equipment needs and compatibility.

Speakers and their guest's meals will be the expense of the Club, with lunch service beginning at noon. Accommodations and travel expenses will be at the expense of the Speaker unless other arrangements have been made.

No fund or product solicitation is permitted as part of the presentation or during the Rotary meeting. Informational material may be placed on the tables or at the entrance. Charitable organizations may apply directly to our grants committees for support consideration. Individuals seeking sales of books, music, etc. may have some available for sale, outside of the room following the meeting.

We ask that Speakers be sensitive to the diverse religious and political beliefs of our Club members and shall not include any references to either in their presentations.

**Additional guidelines for specific program content:**

**Non-profit presentations** - All non-profit speakers and presentations must receive prior approval of the Board.

**Political candidates and issues** – Presentations will be limited to the time of year prior to an election. Presentations will not be allowed unless opposing candidates and/or both sides of an issue can be adequately represented.

**New Member “Getting to know you” and vintage talks** – “Getting to know you” for new members and vintage talks will be given 10 minutes for their presentation. “Getting to know you” talks will be scheduled as needed. Vintage talks will be scheduled at least twice a year.

**Club Assembly** - Club assembly meetings will be scheduled quarterly or when a speaker vacancy occurs.