



LOS ALTOS ROTARY CLUB

Your 5-10 Minute Talk

When Paul Harris and his fellow founders began rotating lunch get-togethers at their various places of business, it was with the intent of getting to know (and be known by) other business and professional leaders in their community. It is in keeping with this time honored desire to know others better that our club allocates time each week to hear from one of its members.

Congratulations on having been invited to give the club a brief discussion about yourself. Here are a few suggestions to help you prepare:

- The most successful talks include humor, personal anecdotes, and/or clever short stories. Include humorous anecdotes about yourself, including particularly any connections to Los Altos, if appropriate.
- Where were you born and raised? How many in your family? What is your current family status?
- Where did you go to school? What were your major interests in school?
- Tell us about your career. Start from the beginning, but emphasize what you are doing now.
- What extra-curricular interests and activities do you enjoy? Are you involved in other community organizations?
- Why did you join Rotary (and when?, if you are a long-term Rotarian). What have you gotten out of Rotary, what Rotary assignments have you accomplished, and what do you hope to get out of Rotary in the future?

Obviously you can't hope to do all of this in only 10 minutes. The club president is always pushed for time and will gently let you know if you run over. Time is your biggest challenge, so be selective in how much you try to cover. Even those who go so far as to practice find that it takes 20% longer to get it done when at the podium.

So, good luck! We will all be anxious to hear what you have to say.

If you are using a PowerPoint presentation with your talk, here are a few tips:

- Please email the file to the club president one day before your talk so it can be included in the president's PowerPoint file ahead of time. If that is not possible, bring it to the meeting on a USB flash drive. Please arrive by 11:45.
- Please arrive a few minutes early to preview your presentation before the meeting.