

# *Rotary Club of Mineral Wells, Texas*

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## **Guide for Speakers**

Thank you for offering to speak at our club's weekly meeting. We hope you find the following guide helpful as you prepare for being our guest speaker.

- Please provide a short biography of yourself so that your host can give you a proper introduction to the club members, and to set the tone for your presentation.
- Our featured speaker is in the last segment of our meeting.
- The average time available for our guest's presentations is usually 15 to 20 minutes, including time for Q&A. Since most of our members will need to get to their places of employment immediately following our meeting we will call the meeting to a close promptly at 1:00PM, without exception. If you need more time than this, please let our host know and we will plan the meeting accordingly to allow for up to 30 minutes of time.
- The typical meeting attendance will be approximately 25 to 35 Rotarians and guests.
- We do not allow political or religious themed presentations. Politicians and Clergy members are welcomed guests, however the topics should be bipartisan or broad based in nature. They should not reference opponents or overtly seek support or votes.
- Handouts and/or visual aids are welcome. A VCR and a CD player with TV are available from Holiday Hills Country Club with arrangements made in advance. Please be advised that we do not have a computer or projector available. Should you require these for your presentation, you should make arrangements to bring these early to set up before the meeting is called to order at 12 noon.
- Meetings start promptly at Noon. The host Rotarian should arrange a time that the two of you agree to be there before the Noon bell.
- A complimentary meal is provided for you by your Rotarian host or the club.
- As a token of our appreciation, the club donates a book in our speaker's names to one of the local school libraries. At the close of our meeting, you are invited to sign the book to be donated.