

Rotary Club of Mineral Wells, Texas



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.
- Meetings start promptly at noon at Southside Church of Christ gym. The host Rotarian should arrange a time that the two of you agree to be there before the noon bell.
- Our featured speaker is the last segment of our meeting.
- The average time available for our guest's presentations is usually 15-20 minutes, including time for Q&A. 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 meeting will be called to a close promptly at 1:00 p.m.
- Handouts and/or visual aids are welcome. A laptop with projector is available for presentations. Please let your host know and bring a flash drive containing the presentation.
- The typical meeting attendance will be approximately 20-25 Rotarians and guests.
- 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 name to one of the local school libraries. At the close of our meeting, you are invited to sign the book to be donated.
- 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.