**Thank You for Speaking to the Rocky River Sunrise Rotary Club!**

We hope the following information will be helpful for you.

**Location and Pre Meeting:** We meet at 7:15 on Wednesday mornings at Rocky River Memorial Hall. The address is 21016 Hilliard Blvd, Rocky River, OH 44116. Memorial Hall is attached to the Civic Center building. When you enter the building, follow the sign to the meeting room. You will be our guest for breakfast.  We suggest you arrive at 7:00 to view the room, set up your presentation and enjoy breakfast.  Your contact will greet you and answer any questions.  He / she also will introduce you.   Please provide a brief bio (education, employment, experience, interests) for your introduction.

**Timing:** After breakfast and a short business meeting, you will be introduced to give your presentation.  We suggest you plan for a 25 minute presentation with 5–10 minutes for questions.  Please repeat questions so the audience can hear what was asked.  The meeting will end by 8:30 at the latest.  If you are available, Club members may want to talk with you following your presentation.

**Program Content:**  Please keep your presentation informational, educational, and/or entertaining.  You may bring brochures to be shared with club members.   *Our club policy strictly prohibits presentations or distribution of material in support of any non-Rotary organization, business, political party, or individual.  Distribution of brochures is permitted only for information or events that are open to the entire community free of charge and do not have a religious or political purpose.  Distribution of documents or making statements during the program to promote sales or fundraising is not permitted.*
**Audience:** Your audience will consist of 25-30 members and guests of the Rocky River Sunrise Rotary Club.  There may be representatives of the media as guests at the meeting. Information about our club is available at <http://www.lrrsunriserotary.org/>

**Audiovisuals:**  A Windows-based laptop and projector are available.  You have two options – 1) connect your laptop to our projector or 2) bring your presentation on a flash drive.**We strongly recommend bringing a backup of your presentation on a flash drive.** Our projector has a standard VGA connector. We also have an Apple Lightning to VGA connector. If you require a different type of connector please make sure it is VGA compatible. If you are concerned about compatibility, please let us know and we can arrange a test before your scheduled meeting. You will be able to present your program at a podium.

If you have additional questions concerning our meetings, your presentation, or directions, please contact the Sunrise Rotarian who has scheduled your presentation.