



## GUIDELINES AND RULES FOR GUEST SPEAKERS

Welcome to the Rotary Club of Bangor and thank you for agreeing to speak to our club membership. We ask that all speakers consider the **Rotary Four Way Test** of the things that we do, say and think, when they are invited to speak with our members:

Is it the **Truth**?  
Is it **Fair** to all Concerned?  
Will it Build **Goodwill** and Better Friendships?  
Will it be **Beneficial** to all Concerned?

Following are specific rules established by our club that must be followed by our guest speakers:

- **Non-profit representatives must not use the forum for soliciting charitable gifts.** Please focus on a new initiative or program of interest to the club/community. You may request information regarding the proper channels for soliciting a gift from the club through our Charitable Giving Committee.
- **Business representatives** must not engage in commercial or sales pitches. Please focus your talk on community issues with which you have specific expertise or on a program/initiative in your business that is of value to the club/community. Coupons or other special offers to the club membership are prohibited.
- **Political candidates must focus on issues and not attack opponents.** Your opponent(s) will also be invited to our forum. You are welcome to contrast your position, but remain issue-focused.
- Please refrain from speaking negatively toward any particular group or population segment.

### Available A/V Equipment

Our venue has a projection screen available for audio/visual presentation, and both standing and free-roaming microphones for podium talks. **Speakers must bring their own computer.** Our projector connects to most Windows and Mac-based computers, but if you are uncertain, then please bring your own connection cable. Please allow yourself enough time to set up your presentation prior to the 12pm meeting start time.

**WiFi availability at our venue is sketchy at best.** We recommend that you save your presentation to your computer or a USB drive prior to your talk to ensure its availability. We recommend bringing a printed copy of your presentation in the event that technology is not your friend that day.

Out of respect for the majority of our members who must timely return to work, please plan to conclude your presentation by no later than 1pm including any Q&A session.

For additional questions or information, please contact the Rotary member who invited you to speak, or our Speaker Coordinator, Susan Chaar, at 207-232-7463, or [susan.chaar3@gmail.com](mailto:susan.chaar3@gmail.com)