

Meeting Time: Tuesday from 12pm-1pm

Location: Richard E. Dyke Center for Family Business, Husson University, Bangor, ME 04401

Contact: Jenifer Butler – 207-561-6982 or jeniferbutler@birchbrook.com

Welcome to the Rotary Club of Bangor, Maine 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?

Our meeting begins at 12pm. We take the opportunity to socialize during the first ten to fifteen minutes. A typical meeting opens with an Invocation, Pledge of Allegiance, Rotary announcements, and Happy/Sad dollars, followed by our program speaker, Q&A, and meeting wrap up comments. We strive to conclude the meeting by no later than 1pm.

Before your presentation:

- Our venue has audio/visual presentation capability, and both standing and free-roaming microphones for podium talks.
- If you plan to provide a video presentation, please save it to a USB drive so we can share it on the projection screen for you. We also recommend bringing a printed copy of your presentation in the event that technology is not our friend that day.
- Please email our speaker coordinator a brief written bio for introduction purposes.
- Feel free to provide printed presentation materials when you arrive.
- The speaker's meal is complimentary – allow us to buy your lunch!

During and after your presentation:

- Please use the microphone as we have some hearing-impaired members.
- 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. Thank you!
- Sometimes members have more questions than our time allows, and we encourage them to follow up with our speaker after the meeting

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.

Getting to the Center for Family Business:

From the north or south, take I-95 to Bangor. Take exit 185 (Broadway) and turn right onto Broadway. Go half a mile and turn left onto Husson Avenue. At the stop sign, take a right. The Richard E. Dyke Center for Family Business will be on your left.

For additional questions or information, please contact the Rotary member who invited you to speak, or our Speaker Coordinator, Jenifer Butler, at 207-561-6982, or jeniferbutler@birchbrook.com