

On behalf of the Lincoln South Rotary Club, we deeply appreciate your willingness to take the time to share your talent and expertise with our members. Lincoln South Rotary Club is an organization of business professionals and community leaders committed to professional and ethical values, humanitarian service, and the motto of "service above self." For more information, we encourage you to visit [www.lincolnsouthrotary.org](http://www.lincolnsouthrotary.org).

The following information is provided to assist you as you prepare for your presentation:

1. Time:
  - a. 12:00 PM to 1:00 PM; many members arrive by 11:50 AM; speakers generally arrive by 11:45 to set up.
  - b. The meeting is opened at 12:15 PM with the Pledge of Allegiance followed by club business.
  - c. The speaker is normally introduced by 12:35, plan to end at approximately 12:55 and allow until 1:00 for questions. We close the meeting promptly at 1:00 PM.
  - d. Please arrange to stay after the meeting to allow members to meet you and ask additional questions.
2. Location: We meet at The Venue at 4111 Pioneer Woods Dr #100. We meet in the Private Dining / Banquet Rooms outside and to the East of the Restaurant, usually the Cornhusker Room (the North room).
3. Guests: As speaker, you are our guest for the meeting. You are welcome to bring a guest or additional presenter and can pay the meeting fee for them at check in.
4. Weather: Lincoln South Rotary Club will follow the lead of Lincoln Public Schools for winter weather; if LPS is closed, or closes early, due to weather, then Lincoln South Rotary Club will not meet.
5. Technical
  - a. Power point presentations need to be sent to [nklein2@neb.rr.com](mailto:nklein2@neb.rr.com) by Thursday afternoon before your scheduled presentation day. Large files can be transferred using <https://wettransfer.com/> (free and easy).
  - b. For the meeting we ask that you provide a laptop to make your PowerPoint presentation. You can connect your laptop to the television at the meeting using the HDMI port on your laptop.
6. Materials:
  - a. Pamphlets or brochures related to your program may be distributed on tables prior to the meeting. Please arrange to have any extra brochures picked up following the meeting.
  - b. Approximately 20 to 25 attend most meetings.
7. Contact:
  - a. Your Rotary Host is the person who invited you to speak to the Club. Contact them with questions.
  - b. Please provide your host with bio, photo and title of presentation at least one week prior.
8. Unless specifically asked to do so by the Club President, refrain from (restrictions are in keeping with long standing policies of Rotary Clubs):
  - a. Marketing or sales talks; sale of books, CDs, etc. (if you have books or CDs available, we can make reference to them in our introduction. Club policy does not allow the price to be announced or for our speakers to personally reference items for sale.)
  - b. Direct solicitation, request for volunteers, or request for the Members or Club to support a charity, cause, or project; requests for Club support for service projects, including the solicitation for volunteers, must be presented to the Lincoln South Rotary Club Board of Directors; donation requests may be made as applications for grants through the Lincoln South Rotary Club Foundation.
  - c. Personal political or religious messages; our policy does not allow anyone running for political office to address the club within 120 days prior to an election.
  - d. Circulating surveys for the purpose of soliciting support, or for use in promoting you, your company, or your products or services.
9. Lincoln South Rotary pays for the meal expense of the speaker the day of the presentation but does not pay any other expenses such as speaker fees, materials, mileage or lodging.
10. By agreeing to be our speaker, you authorize your photo, images, bio, and presentation information to be published through all means, including, but not limited to, Rotary publications, websites, and social media; you further authorize the reproduction and distribution of the presentation and materials, including the right to make a recording of the presentation. available on the Lincoln South Rotary Club and Rotary International websites. Our [Privacy Policy](#) is managed through our website service ClubRunner and you may receive emails which you can opt out of at any time.