



## Marshfield Rotary Speaker Information

### Thank you for presenting to the Marshfield Rotary Club!

Marshfield Rotary is a fun, enthusiastic club committed to helping each other and our neighbors in need. Rotarians are business and professional leaders from the area who volunteer time and resources to improve the quality of life in this community and around the world.

#### Typical Meeting Location:

UWSP at Marshfield

2000 W 5th St

Marshfield, WI 54449

Speakers may choose to use a power point or other presentation, posters, and other visual aids but they are not required. Presentation types include but are not limited to educational, motivational and informative programs

#### Timing/Agenda:

##### 7:00am Meetings

- 6:40am Please be present at 6:40am to set up for your presentation
- 7:00am Rotary breakfast begins at 7:00am promptly (Your breakfast is on us!)
- 7:15am Brief club business meeting
- 7:35am Guest Speaker / Presentation
- 8:00am Adjournment

##### 12:00pm NOON Meetings

- 11:40am Please be present at 11:40am to set up for your presentation
- 12:00pm Rotary lunch begins at 12:00pm promptly (Your lunch is on us!)
- 12:15pm Brief club business meeting
- 12:35pm Guest Speaker / Presentation
- 1:00pm Adjournment

\*Exact timing may fluctuate slightly, but our goal is to give you no less than 20 minutes for your presentation. Please know that some members may leave before the meeting adjourns to get to other commitments.

#### Handouts:

- If you'll be doing a handout or distributing anything (not required), we typically have 30-40 members in attendance.

#### A/V Equipment:

- Podium, microphone, projector and screen are all provided
- Please bring or coordinate with your Rotary contact if a laptop is needed for your program
- If you're meeting via Zoom or another virtual service, please coordinate with your Rotary contact if you need any technological assistance.