

# ROTARY CLUB OF NORTHUMBERLAND SUNRISE

## SPEAKER INFORMATION

### Pod Members:

When inviting a speaker please provide them with this sheet and determine in advance if they intend to use PowerPoint - so that we can have the system set up; Inform the speaker of the timing as set out below; arrange for a POD member to introduce the speaker and obtain a Bio if necessary.

### Speakers:

Please arrive at Ashbrook at about 6:45 am on your Wednesday morning;

Bring your presentation on a memory stick if using PowerPoint;

Meet with the Rotarian who arranged for you to speak and get set up;

We have a remote for advancing slides and it will be on the Podium;

Meet and greet other members and guests;

Breakfast will be served at 7:00 am (You are a guest of the Club) so there is no charge;

Business meeting will start around 7:10-7:15 depending on the agenda;

You will be introduced by a Member of the POD at about 7:25 – 7:30;

Your presentation should last about 20 minutes and we usually have about 5 minutes for questions;

We will circulate any handouts you have to our members and/or attach information to our weekly bulletin;

At about 7:55 the President or a Member will thank you - Generally we donate the cost of inoculating 3 children against Polio in your Name;

If you are considering asking for a Club Donation, please bring a letter to that effect and the appropriate Club Committee will consider your request.