The Rotary Club of
Dublin-Worthington

#

# Speaker Information Sheet

Thank you for volunteering your time and expertise to come speak to our Rotary Club.

## When & Where

We meet at Brookdale at 3500 Trillium Crossing, Columbus 43235 (located just north of the intersection of 161 and Sawmill Place Blvd.) On the first two Wednesdays of the month we meet for breakfast from 7:30 AM to 8:45 AM, and on the third and fourth Wednesdays of the month we meet for lunch from 12:00 PM to 1:15 PM. After 15 to 20 minutes of club business, you will be introduced, and have 20 to 30 minutes for your presentation and Q&A.

When you pull into the entrance of the complex, most available parking is located to the far right.

**Breakfast/Lunch**

We are happy to provide breakfast/lunch for yourself and a guest or two who accompany you for the presentation. If you have any particular dietary restrictions, please let us know so we can make arrangements with the kitchen.

## Audio Visual Equipment

The easiest way to guarantee the best display of your slides is to:

1) Create or upload your slides to Google Drive (<http://drive.google.com>), and
2) share them with our Club’s audio-visual expert, (bshantz@minutemanpress.com).

Volunteer Rotarians bring a projector and laptop to every meeting and are prepared to help display your presentation slides. Please bring your slides (and all embedded files) on a flash drive or optical disc (CD/DVD). You may also bring your own laptop to connect to our projector. If you plan to connect an Apple computer, please bring an adapter to VGA or HDMI. We recommend bringing a copy of your slides as a PDF document in case we have technical difficulties with your original presentation files. If you e-mail your presentation a day or more in advance, we will review your slides and ensure they display properly. Send the file or any questions you may have to (bshantz@minutemanpress.com).

**Audio needs?** If you plan to play video with an audio track, or other media with audio please let us know as we must make special arrangements to broadcast the audio through the room.

We will expect you to use the microphone at the podium for your presentation to ensure everyone can hear you clearly, and you may not be able to see the laptop from the podium, so please bring a copy of your notes.

**Internet Access**. Brookdale offers internet access via free public WiFi, so we can display internet content. However, it may not be as fast as your office or home network, and we have very little experience with its reliability, so please be patient if it does not perform as expected.

## Recording

You may be photographed for use in our website and social media. Your presentation may be recorded by audio and/or video for rebroadcast online, at YouTube.com or elsewhere. We reserve the right to edit the recording for quality, time, and content, but will make every effort to preserve the character and content of your primary message. If you object to the recording or rebroadcast of your presentation, please e-mail (bshantz@minutemanpress.com) to let us know. If you wish to provide presentation materials for inclusion in our audio rebroadcast, you may e-mail those to us, and we will try to use them to the extent feasible. If you would like a copy of your recording, you may request one by e-mail.