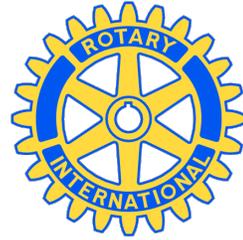


The Rotary Club of Dublin-Worthington



Speaker Information Sheet

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

Please fill in the following information to assist us in publicizing your presentation to our members and publicly on our website and social media.

Speaker Name: _____

Topic: _____

Speaker Organization: _____

Organization URL: _____

Biography: Please include a one to three paragraph biography about yourself and/or your organization. You may also attach a separate document, or provide a link to your online biography.

Photo/Logo: Please promptly e-mail a photo of yourself and a logo for your organization to pr@dublinworthingtonrotary.org for use in our promotional materials.

When & Where

We meet at La Scala Italian Bistro, 4199 Dublin-Granville Road, Dublin, Ohio 43017. This is on Dublin-Granville Road (State Route 161), between Sawmill Road and Riverside Drive, on the south side of the road. Please park on the west side of the building, and enter through the "Party Room" entrance.

Our meetings are held every Wednesday, from 12:15 to 1:15 p.m. After 15 to 20 minutes of club business, you will be introduced, and have 20 to 30 minutes for your presentation and Q&A.

Your Assigned Speaking Date is: _____, 2014

If you develop a conflict, please contact your Rotary Scheduler as soon as possible. Your Rotary Scheduler is _____ who may be reached by calling _____ or by e-mail at _____.

Lunch

We are happy to provide lunch for yourself and a guest or two who accompany you for the presentation.

La Scala serves a buffet lunch which includes salad, pasta, bruschetta, sometimes chicken, and soup. 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 dwrotary@dublinworthingtonrotary.org

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 to pr@dublinworthingtonrotary.org.

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. La Scala has also recently begun offering 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 will 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 pr@dublinworthingtonrotary.org 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.