



## Guest Speaker Guidelines

*Thank you for sharing your knowledge and expertise with members of the Gateway Rotary Club! The Gateway Rotary Club Board of Directors appreciates your time and willingness to present at our upcoming meeting.*

### BEFORE YOUR PRESENTATION

**At least 1-2 days before you present**, please send the following information to Vice President Megan ([megan.schoor@gmail.com](mailto:megan.schoor@gmail.com)):

- Any **presentation slides or files** that you plan to share
- **2 to 3 sentences** that summarize what your presentation will cover (for posting to our club website)
- A **3-5 sentence bio** of yourself, which Vice President Megan will read out loud before you start your presentation. Topics to cover may include:
  - City of Residence
  - Current employer and years there
  - Educational background
  - Major awards or recognitions
  - Hobbies or pastimes
  - Spouses/partners, children, pets
- Any **equipment needs** for your presentation (See **Audio-Visual Details** below)
- **Portrait photo** that we can post to our club website - optional; small jpg file preferred
- Any personal accommodations to support you and your presentation

### PRESENTATION PROTOCOL

- Plan to provide a 25-minute presentation followed by 5 minutes of Q&A. Megan will give you a 5-minute warning.
- Please feel free to share brochures or other program materials on tables before the meeting starts. Collect any extra materials after the meeting ends.
- Avoid marketing/sales talks, soliciting for a charity, cause, or project, and personal political or religious messages.
- Send requests for club volunteers/support to Service Committee Chair Doug Mah ([Doug@DougMahAssociates.com](mailto:Doug@DougMahAssociates.com)).

### ON PRESENTATION DAY

- Guest speakers begin at ~7:10 am and end by 7:40 am (including Q&A). We have other Club business after your presentation, but please feel free to stay for the entire meeting! Meetings end by 8:00 AM.
- Please arrive at O'Blarney's Irish Pub ([4411 Martin Way East](#)) by **6:45 AM** for any tech needs and to get settled before the meeting starts. Gateway Rotary meets in the room on the left as you enter the restaurant.
- Introduce yourself at the Club's registration table and you will be directed to Vice President Megan. Feel free to order breakfast! Gateway Rotary will pay for your meal.

### **Audio-Visual Details:**

- Guest speaker presentations are projected from a laptop to the big screen TV in the room.
- Speakers use a microphone so that attendees can hear you in the room and via Facebook.
- Vice President Megan can click through your presentation slides for you, or you can use our remote to control the slides yourself. Speakers who bring their own remote should arrive by **6:45 AM** to ensure enough time for setup.

### ABOUT GATEWAY ROTARY CLUB

- Gateway Rotary Club is committed to professional and ethical values, humanitarian service, and the motto, "Service above Self." Gateway Rotary members are professionals and retirees from nonprofit, business, and government agencies across Thurston County. Gateway partners with Pleasant Glade Elementary and the [Thurston County Food Bank](#), and we also host the [Brats, Brews, and Bands Festival](#) which funds grants that are awarded to community organizations throughout the county. For more information, visit [www.gatewayrotary.net](http://www.gatewayrotary.net) or [www.facebook.com/Gateway.Rotary](https://www.facebook.com/Gateway.Rotary).
- Gateway Rotary Club chartered in 2011 with 25 members. Gateway Rotary has almost 100 members, with 20-50 members who attend each weekly meeting at O'Blarney's Irish Pub or via Facebook.

**Note: If your availability changes or if any questions arise, please contact Megan Schoor ([megan.schoor@gmail.com](mailto:megan.schoor@gmail.com)) **as soon as possible.****