



## Guest Speaker Guidelines

*Thank you for sharing your talent 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 (**In-person guest speakers only**)
- **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 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 or via the Zoom chat before the meeting starts. In-person guest speakers should 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.
- **In-person guest speakers:** 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 O'Blarney's meeting 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. Help yourself to coffee, water, juice, or tea!
- **Virtual guest speakers:** Please log in to the Zoom link emailed to you by **6:45 AM** to adjust your audio setup.

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

- Guest speaker presentations are projected from a laptop to the big screen TV in the room.
- In-person speakers use/wear a microphone so that attendees can hear you in the room and over Zoom.
- Vice President Megan can click through your slides/information while you present, or you can control the slides yourself. In-person speakers who bring a remote control 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 now has 93 members, with 20-50 members who attend each weekly meeting at O'Blarney's Irish Pub or via Zoom.

**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.****