



# 2023 SPEAKER GUIDELINES

Thank you for accepting an invitation to speak to the Rotary Club of Hattiesburg. Our club is a diverse group of civic-minded community leaders and professionals with the highest ethical values committed to humanitarian service locally, regionally, and throughout the world. Our motto is "Service Above Self."

Our club currently has 62 members and has an average weekly attendance of approximately 40 who join in-person and virtually.

For more information on Rotary International, please visit [www.rotary.org](http://www.rotary.org). For more information on Rotary Club of Hattiesburg, please visit [www.rotaryofhattiesburg.com](http://www.rotaryofhattiesburg.com).

In preparation for your presentation, we ask that you make note and adhere to the following:

- Please submit a brief bio (2-3 paragraphs at most) and a professional headshot to your host at least two weeks prior to visiting with us. Your bio and headshot will be published in our weekly newsletter and on the club's website.
- Rotary is a non-political, non-religious humanitarian group with diverse political and religious backgrounds. Please refrain from any topic that would encourage, promote, or disparage any political or religious ideation. Elected officials are most welcome; however, we do not permit presentation from any individual actively campaigning or seeking public office.
- Promotion/advertising of businesses, services, or products is not permitted.  
*Should you have questions or need further clarification of the previous two points, please contact your host or our club's programs chair, Annie Jackson, at [annie.jackson@mycanopy.org](mailto:annie.jackson@mycanopy.org).*
- We meet at Mugshots Grill and Bar on N 40th Avenue, in the banquet room.
- PowerPoint and/or video presentations are not required/expected.
- If your presentation incorporates a PowerPoint or video, we ask that you arrive no later than 11:45 a.m. to ensure we are able to assist you with setting up your presentation.
- Live speakers will have access to our projector and screen; however, the speaker must provide his/her own laptop.
- Guest speakers joining us virtually will be provided a ZOOM Link in advance of the meeting. Speakers will be given co-host status when they enter meeting in order to share their screen.
- Club business will begin at 12:15 p.m. and last approximately 5-10 minutes. Your presentation will begin immediately after.
- We ask that you limit your presentation to approximately 25 minutes with an additional 5 minutes for Q&A.
- The meeting adjourns at 1:00 p.m. sharp.

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Again, thank you for accepting our invitation, and we look forward to meeting you!