**Information for Speakers**

**Vermillion Rotary Club**

Thank you for agreeing to speak to the Vermillion Rotary Club.  Your presentation is on the Club website ([www.vermillionrotaryclub.org](http://www.vermillionrotaryclub.org)).  Here’s some information about the venue, audience, etc.  I think it covers most of the basic questions.  If you have any other questions, please just let me know.

* **When?**  Wednesday at Noon.  You may wish to arrive early (10 minutes?) to start lunch and to load on the computer any presentation materials you will be using.
* **Where?**  Conference Room in the Neuharth Media Center of USD Campus.  Building is in the southeast corner of the intersection of Cherry and Dakota streets in Vermillion. It’s building #2 on the map below. You are welcome to park in the small visitor's lot on the north side of the building.
* **Equipment?**  There is a computer on the speaker's podium, as well as built in microphones.  You are welcome to upload any files you may have or to access webpages.  There is an internet connection.  The connection works for streaming video, pictures, websites, PowerPoint, etc.  It would be a good idea to load it all before you start.  I would be happy to help with that.  The building's Tech, James Kelley, will also likely be there to help.
* **Presentation length?**  The presentations normally run about 20-25 minutes in length and that will leave a few minutes for questions. We begin the meeting with lunch and club business.  Normally the program starts about 12:25 or 12:30.
* **Print Materials?** If you want to bring any print materials about your presentation topic, upcoming events or anything else, we could either distribute them on tables prior to the meeting or make them available at a table near the entrance/exit.
* **Audience?** Weekly attendance is normally around 30-35 Rotarians and guests.

We will list you as a speaker on the Club's website - [www.vermillionrotaryclub.org](http://www.vermillionrotaryclub.org).   The speaker list is in the left side of the page and there's a speaker link in the navigation bar at the top.

This page provides some basic information about the venue and audience.  If you have any other questions, I would be happy to answer them.  Again, thank you for agreeing to speak to our group.

Chuck

**Chuck Lubbers**

**Public Image Chair/Webmaster**

**Vermillion Rotary Club**

**605.670.1488 (C)**

[**www.vermillionrotaryclub.org**](http://www.vermillionrotaryclub.org/)



Dakota

Cherry St.

Highway 50