

# CHIANG MAI INTERNATIONAL ROTARY CLUB (CMIRC)

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## SPEAKERS POLICY

**Introduction: The main speaker at any Rotary Meeting can be great influence on members attending, prospective members deciding on membership, and community expectations of our club. This document is intended to reflect the current philosophy of CMIRC; it is presented in three sections:**

### I. Guidelines for Speakers

Thank you for agreeing to be a program presenter at The Chiang Mai International Rotary Club (CMIRC). Your primary contact will be with the Program Coordinator ([programcoordinator@cmirotary.org](mailto:programcoordinator@cmirotary.org).)

CMIRC meets on 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays monthly from 7:00 p.m. to 8:30 p.m. at Hong Kong Lucky Restaurant in the old city near the downtown police station. See map at [www.cmirotary.org](http://www.cmirotary.org). Some Rotarians gather at 5:45 pm for fellowship and dinner before the meeting. The program presenter is invited to dinner as the guest of the club. The fare is home style Chinese; it's quite good. Please advise [programcoordinator@cmirotary.org](mailto:programcoordinator@cmirotary.org) if you plan to dine. If not dining, please arrive about 6:30p.m. for equipment and presentation check-out.

Please advise [programcoordinator@cmirotary.org](mailto:programcoordinator@cmirotary.org) of equipment needs. The club can provide Windows based computer, projector (HDMI connectors), wireless microphones, sound system and PowerPoint (Windows) remote control. **Note:** if presenter is using own computer or smartphone for presentation it is highly recommended emailing presentation to [programcoordinator@cmirotary.org](mailto:programcoordinator@cmirotary.org) to preload and validate presentation. If possible, also bring the presentation on a USB memory stick. Challenges sometimes arise when connecting presenter hardware to the club projector.

Two weeks before the program date please send a brief personal biography to [programcoordinator@cmirotary.org](mailto:programcoordinator@cmirotary.org). This information will be used for your introduction and may be printed in the club bulletin.

Currently, our club meetings are typically 15-25 in attendance (including guests) and membership consists of various demographics. High quality programs are important to the club because they make attendance worthwhile. The following guidelines are intended to help in preparing your presentation:

Our members respond positively to speakers who present a topic of informational, educational, motivational, or entertainment value that will be of general interest to all club members.

This document was approved at the Club Assembly on 12 September 2017. The next board review will be August 2018.

When planning the presentation plan for a time of about 20 minutes followed by 5 minutes for questions and answers. **Q&A.** Informational leaflets or flyers may be placed on tables. You are welcome to invite members to stay after the meeting to answer more questions.

Please inform the Program Coordinator of any additional equipment you plan to bring. The club can provide a lap top computer, projector and sound system. When using PowerPoint, please consider large pictures and very large print, as those sitting in the back cannot see slides smaller than 60-point. (80-point is best!).

The club meeting begins at 7:00 with the Rotary Four Way Test. Visitors are introduced and, announcements are made by the President and Secretary, and if necessary, other officers. The Sergeant at Arms then turns the meeting over to the Rotarian who will introduce you as the guest speaker.

When planning your program, please keep in mind that you have a total of **25 minutes, including Q&A time.** By 8:15, the podium returns to the Sergeant at Arms. Our meeting ends by **8:30 p.m.**

**Additionally, we ask that our speakers please abide by the following:**

- Presentations should refrain from promoting a specific business, its services or products, and there should be no type of solicitation for a financial or in-kind donation or a request to purchase products or services. It is acceptable to talk about your business/organization and its services; it is not okay to make a “sales pitch” or directly solicit donations.
- Personal political or religious messages are not permitted.
- Using the Rotary platform to dispense individual financial advice is prohibited.
- Please refrain from promoting anything that might suggest fund-raising for whatever the excellent cause might be. (Rotary's fundraising and allocations are budgeted line items.)

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## **II. Members Role in Finding Speakers – Guidelines for Rotarians**

Each club member is requested to offer program suggestions to the program coordinator. The club member is responsible for the preliminary vetting of the program speaker. Club members may themselves present program on topic they think club members would find of interest. This may include: vacations, personal life experiences, area(s) of expertise, etc. For ideas or possible resources contact [programcoordinator@cmirotary.org](mailto:programcoordinator@cmirotary.org).

The Program Coordinator will enter speaker information into the club website speaker calendar.

## **III. Guidelines for Members Self-Introduction Talk**

### **Member Self Introduction Talks**

On occasion, a club member may be asked to make a brief personal introduction talk to the club. The talk should be about 2 minutes and may include family, profession, hobbies or significant life moments. This is intended as a “get acquainted” session.

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