**Buffalo Niagara Medical Campus Rotary Club**

Every Monday, 5:00 – 6:00 p.m.

The Jacobs Institute, 875 Ellicott St., 5th Floor, Buffalo, NY 14203

# Speaker Guidelines

On behalf of the Buffalo Niagara Medical Campus Rotary Club, thank you for your willingness to take the time to share your talent, expertise and perspective with our members. The Buffalo Niagara Medical Campus Rotary Club is a service organization of medical, business and other professionals and community members committed to professional and ethical values, humanitarian service, and the motto of “Service Above Self.”

The following guidelines are provided to assist you with your presentation: **Background Information**

* The Buffalo Niagara Medical Campus (BNMC) Rotary Club meets every Monday from 5:00 P.M. to 6:00 P.M. at The Jacobs Institute– 875 Ellicott Street, Buffalo, NY 14203 nearby to Buffalo General Hospital.
* BNMC Rotary Club meets on the 5th Floor
* BNMC Rotary Club members are professional men and women, approximately 86 members. Typical attendance is approximately 45.
* Your “Rotary Host” is the person who invited you to speak to the Club.
* In advance of the day of your presentation, please be sure to provide your Rotary Host with:
	+ Information on any audio-visual needs you may have; and
	+ A brief bio.
* Pamphlets or brochures related to your program may be distributed on tables prior to the meeting.
* Unless specifically asked to do so by the Club President, please refrain from:
	+ Marketing, sales or talks that are in the style of making a “sales pitch”, “campaign pitch” or directly soliciting purchases or donations is not in the spirit of Rotary and not recommended.
	+ Direct solicitation for a charity, cause, or project. The BNMC Rotary Club has a process for considering requests for donations which requires an organization to make such request directly to its Board of Directors, in writing, as opposed to individuals or groups soliciting donations from the general membership during your presentation.
	+ Personal, political or religious messages - Rotary International is a non-political and non-religious organization, and we are privileged to have as diverse a membership as we do. As a matter of policy, Rotary Clubs do not take positions on public questions including political or international issues.

# At the Meeting

* There is a maximum of 20 minutes for the speaker’s presentation, although timing adjustments can be made in advance with the Club President.
* The program portion of the meeting is typically conducted as follows:
	+ 5:00 p.m. – Club President opens the meeting - welcoming guests and Rotarians visiting from other Clubs
	+ 5:05 p.m. - Rotary Meeting Business
	+ 5:35 p.m. - Speaker’s presentation begins
	+ 5:55 p.m. - Speaker’s presentation wrap-up with Q&A
	+ 6:00 p.m. - Adjournment for optional social hour at that evening’s designated establishment on or near the Buffalo Niagara Medical Campus

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If you have any questions, please contact your Rotary Host.

Below is a map of our meeting site. Again, thank you for sharing with the BNMC Rotary.

