

Speaker Confirmation

Thank you for accepting our invitation to address our club. In preparation for your visit, please provide the following information:

Cell phone number in case we need to contact you at the last minute: _____

Speaker(s) name as they should be posted: _____

Name of the organization, if applicable, as it should be posted: _____

Web address/social media links you want posted: _____

Title of the presentation: _____

Short description of the presentation: _____

Brief personal bio for your introduction: _____

Please also forward a digital photo of the speaker and/or an organizational logo

NOTE: With the exception of the cell phone number, the above information will be used to promote you on social media as an upcoming speaker.

Speaking Engagement Details

Meeting location: Ten Pin Alley
2685 Nesbitt Road, Fitchburg

Speaking time: Our meeting starts at noon. Please arrive by 11:50 to allow time to set up your presentation materials and place your lunch order (our treat). Beginning at 12:15, you will have up to 25 minutes to speak, including time at the end for questions and answers

Speaking fee: We are a not-for-profit organization and we pay no speaker fees; however, we will make a \$25 donation to Polio Plus in recognition of all non-Rotarian speakers

Facilities: If you have a digital presentation, you will need to bring your own laptop; we have a projector and external speakers available for your use. If your presentation includes online content, it is recommended that you download it prior to arrival; the Wi-Fi connection may not be strong enough to support all media.

Club contact: Send email to: fitchburgveronarotary@gmail.com