Sample Speaker Communication

Please read the following information that will help you prepare for your visit:

**LOGISTICS**

* Unless otherwise noted, our club meets the 2nd and 4th Tuesdays of the month via Google Meets
* The club meets for a happy hour from 5:45-6:30 pm and the meeting begins promptly at 6:30 pm.

**PRESENTATION**

* Please send a brief biography and photograph that we can use to promote your talk and introduce you to the club.
* We conduct our regular club business before your presentation.  In most cases you can expect to begin presenting around 7 pm to approximately 12 Rotarians.
* Aim to have a 25 minute presentation to allow for a few minutes of questions after your presentation.
* IMPORTANT: If you are representing a non-profit organization or business you may leave information for our members to take with them but we ask that you do not expressly ask for donations or business in your presentation or at the conclusion of your presentation.
* VERY IMPORTANT: Rotary is a non-partisan organization with no religious affiliations.  Please do not make presentations for or against ballot issues or levy requests or in support of a particular candidate vying for office.

**AUDIO/VISUAL**

* If you have a presentation, please send it at least 24 hours prior to the meeting. We can present for you or you can share your screen and present yourself.
* If you would like a practice session, please let us know.

If you should have any other questions or concerns, please do not hesitate to contact me using the information listed below.