**AUTHORIZATION TO PUBLISH-** By providing the information on this form the speaker is **authorizing** the use of the Speakers Name, Title, and Company or Organization on the Club website and other appropriate publications or sites.

|  |  |
| --- | --- |
| **Speaker Name and Title:** |  |
| **Company or Organization:** |  |
| **Mailing Address:** |  |
| **eMail:** |  |
| **Telephone:** |  |

The day, date, and time of the Club Meeting will be **Friday, [date], at 07:00.** Please plan on arriving or signing on to ZOOM 15 minutes early to ensure your set up needs are met. A ZOOM link will be sent via email on day prior to the meeting.

All Presentations are recorded and may be published for further Rotary Club and District use.

Presenters are asked to limit the length of their presentations to 20-25 minutes and allow for 5 minutes of Q&A.

Presenters are asked to refrain from comments or themes of a political, religious, or off-color nature.

The information below will be posted on the Club website to tell members about your coming presentation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Presentation Title** | | | |
|  | | | |
| **Description of Topic** | | | |
|  | | | |
| **Speaker Biography** | | | |
|  | | | |
| **A/V Needs** | | | |
|  | The speaker will be present at the meeting location of: | | **CG Public House** |
|  |  | | **9221 W Clearwater Ave, Kennewick** |
|  | The speaker will offer the presentation remotely through the Club supplied ZOOM interface. | | |
|  |  | | |
|  | A PowerPoint presentation will be managed by the speaker. The speaker will need Co-Host Access to | | |
|  | Share his/her screen. | | |
|  |  | | |
|  | A PowerPoint presentation will be provided on a thumb drive and managed by the AV Tech. | | |
|  |  | | |
|  | A video will be provided on a thumb drive and managed by the AV Tech. | | |
|  |  | | |
|  | A video will be presented from a URL: | **https://** | |
|  | and managed by the AV Tech. |
|  |  |  | |
|  | Please list other needs not included above: | | |
|  |  | | |
|  |  | | |