

## Guest Speaker Guidelines

Thank you for agreeing to address the members of the Rotary Club of Rohnert Park-Cotati and agreeing to share your expertise or experience. In order to avoid any last-minute difficulties, please review these guidelines.

The member who has invited you to speak will be your main point of contact and will assist you with anything that you need for your presentation, such as A/V equipment. This member will also introduce you as the guest speaker. If you have any questions regarding these guidelines, please work with your point of contact.

Our club meets on Tuesdays from 7:00 to 8:30 AM in the Board Room at Sally Tomatoes, 1100 Valley House Dr., Rohnert Park. Social time is from 7:00 to 7:15, with the meeting starting officially at 7:15 AM. If you are presenting virtually; we will provide you a Zoom link the week prior to your presentation.

You will be our guest for the continental breakfast we offer. Please let your point of contact know if anyone will be accompanying you so that we can order accordingly.

Please plan to arrive at 7:00 AM in order to setup A/V equipment, etc. Coordinate this arrival time with the member your point of contact so that he/she may be there to assist you if needed.

We request that you provide us with any special introduction information or personal bio that you wish used, preferably 25-30 days prior to your speaking date, if possible. In addition, we request a high-quality image of you. These will enable us to correctly announce your presentation topic on our club's calendar, market it on Facebook and give you a proper introduction at the meeting.

The speaker program starts at 8:00 AM. We request that your presentation not exceed 25 minutes in length, which includes 5 minutes for Q&A. Our meeting ends promptly at 8:30 AM. If you have time, feel free to stay after the meeting and meet with our members who wish to stay longer and ask questions.

Informational brochures and leaflets may be placed on the tables. Keep in mind that there are no copy facilities available in the meeting space, so you will need to bring any handouts that are required for your presentation.

Many speakers use PowerPoint, Keynote, and/or video to enhance their presentation. The club does have audio-visual technology available. Please bring your presentation on a portable drive. Please let your point of contact know if there are additional needs so that we can do our best to accommodate you.

**PLEASE NOTE:** Your presentation must avoid overt sales. Making a "sales pitch" or directly soliciting purchases or donations is not in the spirit of Rotary. Any request for a donation from the club as a whole needs to be made via our Community Grant request, available on our website at [www.rotaryrpc.org](http://www.rotaryrpc.org). Presentations must be non-political and non-sectarian. Our club does not allow anyone running for political office to address the club within 90 days prior to an election, so as to avoid campaign speeches. The only exception to this rule is in the case where we may arrange for every candidate running for office be given equal time to address the club. We welcome individuals who hold public office to address our members in an informational capacity while they are in office.

Thank you once again for being our guest speaker. We look forward to an informative program!

**Speaker Committee:**

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