



Updated 10/9/23

Notes for Presenters to Stillwater Sunrise Rotary Club

Thank you for agreeing to speak to the Stillwater Sunrise Rotary club! Here are some notes regarding our hybrid format (online + in-person) meetings. If you have questions, please use the “Contact Us” link on our web page (www.sunrotary.org).

Our meetings run from 7-8 AM on Tuesdays, and we open the Zoom meeting link and start setting up at the in-person venue at about 6:30.

PRESENTING IN-PERSON:

We ask that our speakers arrive at our in-person meeting location no later than 6:45 AM to have ample time to set-up before the meeting starts at 7:00 AM.

Our meetings are located at: St. Croix Event Center
5880 Omaha Avenue North
Stillwater, MN 55082

Since the meetings are hybrid, speakers should understand the microphone and speaker set-up. Items that you will need to do to prepare once you arrive:

- Check in with the club secretary as a visitor for the meeting
- If you have a presentation, and if you haven’t already emailed your presentation, provide a flash drive (USB thumb drive) to the AV setup person (NOTE: Because of our Zoom set-up, we do not recommend speakers running their presentation from their own computer)
- Determine your microphone selection and get set-up if necessary
- Receive brief overview of speaker logistics

The club will serve breakfast and have club business at the beginning of the meeting and the speaker will normally start between about 7:35 and 7:40 AM. Plan about 15-20 minutes for the presentation and allow time for questions. It is always good if the speaker can stay for a short while after the end of the meeting for more questions.

PRESENTING ON-LINE:

Before the meeting, please get the current link for the meeting from the member that is hosting you.

The Zoom meeting will be initiated at about 6:30 AM, and we ask that our speakers log into the Zoom meeting no later than 6:45 AM to get set up well before the meeting starts at 7:00 AM. Items that you will need to do to prepare once you log into the meeting:

- Check in with the club secretary as a visitor for the meeting
- If you have a presentation, have your presentation set up and ready to share in the Zoom meeting

The online attendees will have time for engagement with each other before the meeting starts and while the in-person attendees are starting breakfast. The speaker will normally start between about 7:35 and 7:40.

When introduced, the speaker will share and run their own presentation online. If you're sharing some content with audio (e.g., a video file) be sure to select "Share computer sound" as you share your screen. Periodically during the meeting, our AV Admin may mute everyone. You'll be able to unmute yourself for your presentation, or any time you need to. Plan about 15-20 minutes for presentation and allow time for questions.

It is always good if the speaker can stay for a short while after the end of the meeting for more questions.

Thank you for speaking to our club.