

Muncie Rotary  
Guest Speaker Guidelines

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Thank you for your willingness to speak the Muncie Noon Rotary!  
The location of the meeting is The Minnetrista Cultural Center in Muncie.

Lunch is served at noon, but if you have a slide show presentation, e.g. PowerPoint, you may want to arrive early (about 11:30 to 11:45 am) to set up and test the equipment. To the extent that you can provide your own equipment (computer, projector, laser pointer, etc.), we appreciate it. However, if we need to rent equipment for your talk, please let us know in time. An audiovisual cart and projection screen are provided.

The formal meeting starts at 12:25. Following introductions, announcements, special presentations, etc. your talk will begin at approximately 12:35 pm and should last about 20 minutes. This allows about 5 minutes for questions and answers before the meeting ends shortly after 1:00 pm.

Customarily, a member of Rotary who knows you will introduce your talk-- see members page for a list of current members. Please contact a member of your choice and supply them with any desired biographical and/or business information to be used in the introduction.

Attendance at the meeting varies from 45 to 60 members. The attire is business wear.

Our Rotary organization is large, informed, and appreciates a good program. We look forward to your talk!