



INFORMATION FOR SPEAKERS

Thank you for agreeing to speak the Elyria Rotary Club. We hope the following information will be helpful for you.

Location and Pre-Meeting: We meet at noon Tuesdays in the upper meeting room on the second floor at the Elyria YWCA, 318 West Avenue, Elyria. You will be our guest for lunch. We suggest you arrive about 11:45 a.m. to view the room, set up your presentation and handouts, and enjoy lunch. The Rotarian who has been your contact will greet you and provide assistance. They also will introduce you. Please provide a brief bio (education, employment, experience, interests) for your introduction.

Timing: After lunch and a short business meeting, you will be introduced to give your presentation. We suggest a 20-minute presentation plus 5 – 10 minutes for question. Please repeat questions so the audience can hear what was asked. The meeting will end approximately at 1 p.m. If you are available, Club members may want to talk with you following your presentation.

Program Content: Please keep your presentation informational, educational, and/or entertaining. You may bring brochures to be shared with club members. Our club policy strictly prohibits presentations or distribution of material in support of any non-Rotary organization, business, political party, or individual. Distribution of brochures is permitted only for information or events that are open to the entire community free of charge and do not have a religious or political purpose. Distribution of documents or making statements during the program to promote sales or fundraising is not permitted.

Audience: Your audience will consist of 35-40 members and guests of Elyria Rotary Club. There may be representatives of the media as guests at the meeting.

Audiovisuals: A Windows based laptop along with a projector are available. Please bring your presentation on a flash drive or DVD. If you are concerned about compatibility, please let us know and we can arrange to test them before your scheduled meeting. You will be able to present your program at a podium or may use our “roving” wireless microphone to move about the audience. Please do not bring your own laptop or projector.



Directions: From Cleveland, West Suburbs and Ohio Turnpike:

- From I-90 take Exit 145 "Rte. 57 Lorain Elyria" (same Exit from Turnpike) and turn left (south toward Elyria) on Lorain Blvd / Rte. 57.
- Continue straight on Lorain Blvd. at Rtes. 57 & 113.
- Turn left at Lake Avenue (second stop light after Rtes. 57 & 113 intersection).
- Continue on Lake Avenue, which rounds curve and becomes West Avenue.
- Continue on West Avenue to 318 West Avenue (YWCA).

Access and Parking: Access the YWCA from either Holly Lane or 4th St. Parking is in the Holly Ln lot along the north side of the YWCA or on 4th St along the south side of the YWCA. Holly Ln and 4th St can be accessed from Middle Ave. to the east or West Ave. to the west.

If you have additional questions concerning our meetings, your presentation, or directions, please contact the Elyria Rotarian who has scheduled your presentation or the Program Committee Chairperson.