

EGRC Detailed Speaker Guidelines

Thank you for your desire to address the members of the Eau Gallie Rotary Club to share your expertise or experience. You will be speaking before about 25 diverse community leaders united in a good purpose to provide opportunity and hope for those in need through meaningful service. In order to avoid last minute difficulties, please review these guidelines.

What to Expect: A typical meeting begins at 12pm with lunch and then at 12:15 pm with an Invocation, Pledge of Allegiance, and song. Visitors are introduced and announcements and club business is done. By approximately 12:45 pm, the President will introduce you or refer to the person introducing you.

Important Content Guidelines: Presentations should be non-political and non-sectarian. Your presentation must avoid overt sales.

Presentation Length: We request that your presentation not exceed 20 minutes in length, which includes 5 minutes for Q&A. Some of our members are limited in their allowed time for lunch, so if your presentation runs beyond 1:15pm, you may see some slipping out of the meeting. If you have time, feel free to stay after the meeting and meet with our members who wish to stay longer and ask questions.

Point of Contact: The member who has invited you will introduce you to the member responsible for scheduling and assisting you with anything that you need for your presentation. The scheduling member will be your main point of contact. If you have any questions regarding these guidelines, please work with your point of contact.

Time/ Location/ Dress Code/ Lunch Info: Meetings are Tuesdays from 12 pm to 1:15pm at Kiwi Tennis Club (30 Tradewinds Dr, Indian Harbour Beach, FL 32937) in the banquet room on the second floor. The dress code is a range of casual to business. Feel free to dress in accordance with your desired presentation needs. You will be our guest for the buffet-style luncheon meal. Please let your point of contact know if anyone will be accompanying you so that we can order lunch accordingly.

Arrival/ Bio & Introduction: Please plan to arrive 15 minutes early in order to set up 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 that you wish used, preferably at least a week in advance to your speaking date, if possible.

AV Needs: Many speakers use PowerPoint, Keynote, and/or video to enhance their presentation. We have a large screen monitor/TV to connect to our club laptop or your laptop if you prefer.

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