



We are excited to have you speak at our upcoming McMurray Rotary Meeting!

To help you prepare and make your experience as enjoyable as possible, we have prepared this information. Please reach out if you have any questions.

If you are speaking at an in-person meeting:

- We meet at Valley Brook Country Club: 425 Hidden Valley Rd, Canonsburg, PA 15317
- Members arrive around noon with the official meeting start time of 12:10pm.
- You will have approximately 15-20 minutes to present plus Q&A time. Approximately 12:15pm-12:35pm.
- Attendance generally varies between 20-30.
- As for Audio/Visual capabilities: Valley Brook has 2 televisions with HDMI ports and we have access to a Smart Board. The Smart Board runs off of a PC, presentations designed on Mac-specific software are not compatible.
- There is no microphone, our group is small enough that we do not need one.
- Lunch is ordered before meeting start time, **we are happy to treat you to lunch as our way of showing appreciation for sharing your knowledge and time with us.**
- Lunch is served after our speaker has completed their presentation.
- The rest of our meeting is club business: upcoming events and service projects, member recognition, a 50/50 game, a Wine Raffle, a time when we all share Good News. You are welcome to stay and participate with us! This is a great time to learn about our involvement in the community.

If you are speaking at a virtual meeting:

- We meet via Zoom.
- Meetings begin at 12:10pm.
- Our speakers begin at approximately 12:15pm.
- You will have the ability to share your screen with the group while presenting.
- Please reach to to us if you need technical assistance or to have us help you with screen sharing.
- Just as an in-person meeting, the rest of our meeting is club business: upcoming events and service projects, member recognition, a 50/50 game, a Wine Raffle, a time when we all share Good News. You are welcome to stay and participate with us! This is a great time to learn about our involvement in the community.

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