

## MEETING GUIDELINES AND INFORMATION FOR SPEAKERS

High quality programs and thoughtful guest speakers are important to the club because this is a time-honored method to encourage wide scale attendance and enthusiasm. The following guidelines are intended to help in preparing your presentation.

Our club secretary will provide you with the location of where our club meets, date and time in advance of the meeting.

- Our members respond positively to speakers who present a topic of informational, educational, motivational, or entertainment value that will be of general interest to all club members. **While we enjoy the privilege of free speech as guaranteed by the first amendment of the U.S. Constitution, our Club prohibits presentations of a “personal” political, religious, or social perspective that potentially offends members of the audience.**
- Please plan 30 minutes or less for your talk, which includes 10 minutes for Q&A. Informational leaflets or flyers may be placed on tables. You are welcome to invite Club members to stay after the meeting to answer more questions.
- Please provide your contact a program title and your brief biography at least one week before the presentation. This information will be used for your introduction and included in an announcement emailed to all club members regarding details of the scheduled meeting.
- Presentations should refrain from promoting a specific business, its services, or products unless approved in advance by the Rotary Club Board of Directors. There should be no type of solicitation for a financial or in-kind donation or a request to purchase products or services. It is acceptable to talk about your business/organization and its services; it is not okay to make a “sales pitch” or directly solicit donations.
- Using the Rotary platform to dispense individual financial advice is prohibited.
- Please refrain from promoting anything that might suggest fund raising for whatever the excellent cause might be.

Thank you for your cooperation in following these guidelines.

Terry Lowvorn  
Williamsburg Rotary Secretary  
757-232-4249