



The Rotary Club of Guilford

Speaker Guidelines

On behalf of the Rotary Club of Guilford, we deeply appreciate your willingness to take the time to share your talent and expertise with our members. The Rotary Club of Guilford is an organization of business professionals, community leaders, and executives committed to professional and ethical values, humanitarian service, and the motto of "Service above Self." For more information about our club and what we do, we encourage you to visit www.guilfordctrotary.org.

The following guidelines are provided to assist you with your presentation:

1. We 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.
2. Rotary International is a *non-political* and *non-religious* organization. As a matter of policy, Rotary Clubs do not take positions on public questions including local, national or international issues with political and religious undertones.
3. We strive to be inclusive in hearing varying points of view on diverse subjects, and request that speakers *avoid presentations that advance or otherwise promote a particular religious, political or commercial point of view*. Pay special attention that the topic is not highly controversial or may potentially cause division amongst members.
4. We understand that a benefit to speaking in front of a group such as ours is to increase public awareness of your organization. However, *we do not welcome overt sales pitches or solicitation* for business or contributions. Instead, we recommend that speakers bring us valuable information that showcases expertise or community impact, which then may *indirectly* lead to future communication with individuals.

Background Information

- The Rotary Club of Guilford meets every Wednesday from Noon to 1:30 PM at *The Maritime Grill* banquet room located at 2548 Boston Post Road, Guilford, CT 06437.
- Rotary Club of Guilford members are professional men and women. Approximate weekly attendance is 40+ members.
- Michael Mikolay is in charge of scheduling and handling all things related to our guest speakers. **At least two weeks** in advance of the day of your presentation, please be sure to provide Mike with:
 - o Our Speaker Information Sheet, that includes a request for any audio-visual needs you may have; and
 - o A brief bio, a 3-5 sentence abstract of your program and/or yourself that can serve as a quick / proper introduction
- Pamphlets or brochures related to your program may be distributed on tables prior to the meeting.
Please arrange to have any extra brochures picked up following the meeting.

- Unless specifically asked to do so by the Club President, please refrain from:
 - o Marketing or sales talks;
 - o Direct solicitation for a charity, cause, or project; or
 - o Personal political or religious messages.

Requests for Club support for service projects should be directed to the board of directors ***in advance of your presentation***. Any contribution of volunteerism or money would have to be approved by our board of directors.

At the Meeting

- The meeting is held in the banquet room at the Maritime Grill.
- Please plan to arrive promptly at our start time of 12:00pm. Introduce yourself as the guest speaker at the Club's registration desk. You may setup your handouts, flyers or pamphlets at the head table. The room is equipped with a podium and microphone. We do not supply a computer for presentations, but may be able to get a projector with at least two week's advance notice. Mike Mikolay or another designated host will greet you and assist in setting up any A/V needs you may have.
- Once everything is set up, please feel free to grab a plate and proceed to eat your lunch which is served buffet style. There are typically 4 different entrée options, pizza, salads, fruits and desserts. Please feel free to sit at any table and introduce yourselves to the club members.
- The speaker's program portion of the meeting typically begins at 1:00pm. There is a **maximum of 30 minutes** (please build in time for Q&A) for the speaker's presentation as we promptly end the meeting at 1:30pm. After a question is asked, please repeat the question so everyone in the room can hear it before you respond.

Our president will indicate when you get close to the end of the meeting. S/he will give you a sign that you have 5 minutes left in your presentation time, at which point you're welcome to take questions.

At an appropriate moment, the President will move towards rejoining you at the podium, indicating to you and to the membership that the time to adjourn has come. Please help us end the meeting on time and terminate taking any more questions at that point.

If you have any questions, please contact Mike Mikolay at 203-887-2309 or via email at mike.mikolay@guardianjet.com.

Again, thank you for sharing with the Rotary Club of Guilford and we looking forward to hosting you at one of our meetings soon!