

GUEST SPEAKER GUIDE – ROTARY MEETINGS

Purpose of this Guide

This guide is designed to assist guest speakers to prepare and present a talk at a Rotary Club meeting.

Guest Speaker Program

The Club invites guest speakers to most meetings. A guest speaker's presentation forms the "program" for the meeting.

The Club Programmer plans the program and invites speakers to participate on the basis of subject matter that is topical and that is likely to be of interest to members.

Potential guest speakers are welcome to approach the Programmer or a Rotarian about presenting a topic. There is no guarantee that every potential guest speaker can be accommodated. There are only around 25 slots for guest speakers in a Rotary year.

It should also be said up-front that we avoid scheduling speakers where the only purpose is to promote a commercial product or service. A judgement about this can be complicated where a person involved in a commercial activity is able to present interesting subject matter that is connected to the business activity. An example is a speaker who sells breathalysers to pubs and clubs. He could present a program on breath analysis and the accuracy and reliability of such machines, but selling breathalysers must not be the purpose of the presentation.

Time and location

Meeting time is 6:00 for 6:15 pm. Please try to arrive before 6:15pm

From 6:15 to 6:30 we conduct some club business. The meal is served at 6:30pm.

Unless otherwise advised the meeting location is:

**Bushmans Motor Inn
Newell Highway
PARKES NSW 2870
Phone: 02 6862 2199**

Preparing your presentation

You should limit your talk to 20 – 25 minutes with some time for questions; a total time of 30 minutes or less. It is important that you keep your talk, including question time, within a **30 minute** timeframe.

If a talk looks like extending beyond the meeting close time of 8pm, the Chair will interrupt and ask members if they wish to stay beyond 8pm. It is not unusual for some members to then leave to attend to other engagements.

Props

You are welcome to bring props. Please let your mentor Rotarian know what, if anything, you need us to provide

Technology – Power Point Slides & Photographs

A data projector is available at Bushmans Motor Inn for you to plug your laptop into. If you are presenting from a laptop it is wise to bring a remote controller so you can move through slides without using the keyboard. The connection point for a computer is behind the speaker's lectern.

If you wish to use a computer but do not have your own laptop, advise your Rotarian mentor so they can arrange for a member to bring a laptop to the meeting.

While Power-Point based presentations are becoming increasingly common, remember that your presentation is an after-dinner talk. Sometimes a presentation based on good public speaking techniques is most effective.

A Copy of Your Presentation

You may like a copy of your presentation to be distributed to Rotarians. If so, please email a copy to the Club's bulletin Editor in MS Word or PDF format. It will be distributed electronically with the weekly bulletin. The bulletin editors email address is jancol5@bigpond.com

Introduction and Thank You

A Rotarian, usually your mentor (the Rotarian that arranged for you to be guest speaker or has liaised with you), will introduce you. It can help if you provide on paper some brief background information about yourself. We ask our Rotarians introducing guest speakers to be brief and not pre-empt a presentation.

After your presentation the Chair will ask for questions (if there is time left), and then call on a Rotarian to move a vote of thanks.

Meal Cost

The Club routinely pays for the guest speaker's meal (or two meals if there are two speakers co-presenting). If you bring with you your spouse or partner or another guest, there are two things to be aware of:

- You must let your mentor Rotarian know about additional guests so we can book them in for a meal
- The Club provides a free meal for a speaker and will provide a meal for an accompanying partner and spouse. Other guests should pay for their meal at the reception table before the meeting starts.

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