

# Guidelines for Guest Speakers

Thank you for your desire to serve as a guest speaker and agreeing to share your expertise and experience at a meeting of Claremont Sunrise Rotary.



Our members start to arrive at about 7:20 am. Meetings usually begin at 7:45 am and conclude at 8:30 am. You are our guest - so when you arrive, please let the club secretary know you are the guest speaker and enjoy a complimentary breakfast.

The Rotarian who invited you will introduce you. We ask that you provide them with the introduction information you wish used, (well before the event date, if possible).

The guest speaker is normally introduced at about 8:05 am. Club members expect our speakers to make a 20 minute presentation, followed by a few minutes of questions and answers. If needed, we may be able adjust our starting time to allow for your needs. Please conclude your presentation and Q&A by 8:30 am. Many members must leave for work or other meetings. You may stay after the meeting and meet with members that wish to stay longer with questions.

The club has audio-visual technology available. Please be sure to use the microphone provided, our members at the back of the room will remind you if you forget. A computer and projector is available, please let us know in advance if you would like to use it so that we can ensure it is set up. Wifi at our meeting location is not great, so we suggest loading your presentation on a thumb drive. Our club has 20-30 members and guests in attendance at any given meeting. Handouts for club members are always welcome.

Claremont Sunrise Rotary makes a concerted, ongoing effort to be a diverse and inclusive organization. We ask that you convey your remarks without bias toward race, gender, religion, political party, ethnicity or sexual orientation. Refrain from taking political positions, making sales pitches, and soliciting funds. Requests for donations from the club need to be made to the Foundation Chair in writing, as opposed to being solicited from the members during your presentation. You can present a request to the Chair to be considered at the next regularly scheduled Foundation meeting.

Please let the Rotarian who invited you know if you have specific needs and we will do our best to accommodate you.

THANK YOU. We look forward to your visit and your presentation.