

Rotary Club of Victoria – Harbourside GUIDELINES for SPEAKERS

The Rotary Club of Victoria - Harbourside is part of a worldwide organization of business and professional leaders, united worldwide, to provide humanitarian service, encourage high ethical standards in all vocations, and promote world peace and understanding. Rotary club membership represents a cross-section of the community's business and professional men and women. The world's Rotary clubs are non-political, non-religious, and open to all cultures, races, and creeds.

The main objective of Rotary is service — in the community, in the workplace, and throughout the world. Rotarians develop community service projects that address many of today's most critical issues, such as children at risk, poverty and hunger, the environment, illiteracy, and violence. They also support programs for youth, educational opportunities and international exchanges for students, teachers, and other professionals, and vocational and career development. The Rotary motto is *Service above Self*.

For more information see: <http://www.harboursiderotary.org/>

The Harbourside club meets weekly at 7:00 AM for breakfast, club business and a speaker presentation. The meetings are held at the Union Club located at 805 Gordon Street.

If you have any questions about your audience, appropriate content or style, please ask Speaker Coordinator, Dave Murray, (250) 812-8660 or email dmurrayrotary@gmail.com

Key Considerations regarding the design of your talk

- The purpose of the speaker series is to inform, educate, engage, enliven and entertain our members.
- It is **not** an opportunity for political campaigning or fundraising, nor is it expected that there will be any direct promotion or marketing of business or professional services.
- Speakers may inform members about projects worth supporting, but any appeals for support should be separate and addressed to the Club via the website: <http://www.harboursiderotary.org/>.
- Try and keep presentation fonts over 20 point and not put too much text on one slide to benefit aging eyes. The room is long so we want people in the back to be able to see.

Key Info:

- **Schedule:** A sample schedule of the meeting follows below so you can see where your talk fits in.
- **Speaker Information:** At least two weeks in advance of the scheduled meeting (more applauded), please email the speaker coordinator a brief **overview of your presentation** for publication in our agenda - a paragraph in length. In addition, also send a **brief biography** for your introduction, which will be done by a club member and a **photo**.
- **Duration:** Your talk happens after breakfast (about 7:40AM) and the allotted time is typically 20 minutes including questions (15 minute talk, 5 minutes of questions).
- **Technical Requirements:** If you have technical needs please let us know well in advance, especially if you need an internet connection or audio for a video or recording. The club provides a screen, projector and computer for presentations. You can bring your presentation on a flash drive, or you can bring your own computer. A portable microphone will be provided. Please use this as some members may not hear you otherwise.
- **Audio:** Speakers use a portable microphone to ensure that all of our members can hear your presentation.

- **Hand-outs:** Printed materials may be circulated by placing them on the tables before the meeting.

Speaker Lander: Our speaker lander will be in touch with you 1-2 weeks in advance to confirm details and arrange for a weekly speaker host to meet you. Our Speaker Lander is Shannon Husk 250-588-3861 Shannon.husk@telus.net.

- **Arrival Time:** We suggest you arrive at the meeting **no later than 6:45** so you can get set up. Please sign in at the desk. We welcome you to join us for breakfast as the club's guest. A weekly speaker greeter will assist you.
- **Guests:** Please advise if you are intending to bring any other guests or companions. You may bring one additional person free of charge; additional guests are charged \$17 for breakfast.

After your talk we have something called "The Sarge" where we fine each other for silly reasons in order to add to the Sergeant at Arms fund which raises money for Rotary International. We also have 50/50 tickets for the same purpose. Speakers are welcome to buy 50/50 tickets as non-members are eligible to win the 'pot' of \$500. *Relax:* Although you can win the draw, guests are not eligible to be fined!

If, after attending our club, you would be interested in becoming a member, please contact any member to be referred to the membership committee. Thank you!

Schedule

Section	Item	Time
Set-up if necessary	PowerPoint or slide projector, etc; print materials on tables	6:30
Sign-in	Arrival, sign-in, 50/50 draw ticket sales (\$2), coffee, tea...	6:30-7:00
Open Meeting	Welcome, Singing of <i>O Canada</i>	7:00
	Invocation/Grace	7:03
Breakfast	Hot and cold buffet	7:05
Introductions	Visiting Rotarians and Guests are asked to stand as they are introduced.	7:25
Birthdays	All sing to any members having birthdays in the coming week.	
Anniversaries	Members with wedding anniversaries in the next week are recognized	
Club Announcement	Various committee and other announcements are made	
Program	Speaker is introduced, Speaking time 15 minutes, questions 5 minutes, Speaker is thanked.	7:40
Sergeant-at Arms	Time to have fun, raise awareness of members' activities and share personal information through 'happy & sad'.	8:00
Close meeting	50/50 Draw	8:10
	All sing <i>God Save the Queen</i>	8:15