

Rotary Club of Victoria – Harbourside GUIDELINES for SPEAKERS- Zoom Meetings

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 on Wednesdays at 7:00 AM, on Zoom Meetings to discuss club business and have a speaker presentation.

If you have any questions about your audience, appropriate content or style, please ask Speaker Coordinators, Dave Murray, (250) 812-8660 or email dmurrayrotary@gmail.com or Kevin Hilgers at kev@gowave.ca

Key Considerations regarding the design of your talk

- The purpose of the speaker series is to inform, inspire, 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.

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 a brief **overview of your presentation** for publication in our agenda - a paragraph in length. In addition, also send a **brief biography and photo** for your introduction, which will be done by a club member and a.
- **Duration:** The meeting starts at 7:00AM and your talk happens about 7:30AM. The allotted time is typically 20 minutes including questions (15 minute talk, 5 minutes of questions).
- **Technical Requirements:** We use Zoom Meetings and so your presentation can be sent in advance so our meeting technical person can have it ready to run with shared screen.
- **Arrival Time:** We suggest you arrive on the Zoom meeting **no later than 6:45** so you can get set up in advance of the meeting.
- **Guests:** You are welcome to share the link to the meeting with others from your organization you think it may benefit.

- After your talk we have something called “The Sarge” where we fine each other for misbehavior and other silly reasons in order to add to the Sergeant at Arms Fund which raises money that the club then distributes to worthy causes.
- 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	Zoom Meeting Set up https://zoom.us/j/8050555020?pwd=TmlwZE83ZGpBSkYzNUtmcmpvNSt1Zz09 Meeting ID: 805 055 5020 Password: 1967	6:45
Open Meeting	Welcome, Singing of <i>O Canada</i>	7:00
	Invocation/Grace	7:03
Introductions Visiting Rotarians and Guests are asked to stand as they are introduced.		7:10
Birthdays All sing to any members having birthdays in the coming week.		7:15
Anniversaries Members with wedding anniversaries in the next week are recognized		7:20
Club Announcements Various committee and other announcements are made		7:25
Program Speaker is introduced, Speaking time 15 minutes, questions 5 minutes, Speaker is thanked.		7:30
Sergeant-at Arms Time to have fun, raise awareness of members' activities and share personal information through 'happy & sad'.		7:50
Close meeting All sing <i>God Save the Queen</i>		8:10
		8:15