



GUEST SPEAKER GUIDELINES

Thank you for your willingness to take the time to share your talent and expertise with our members as a Guest Speaker at our weekly luncheon meeting. In general, our meetings begin with an informal social period and a buffet lunch. We have a brief "business" session with announcements, raffle, happy dollars, and introductions. At around 12:30 you will be introduced and then you have the floor for the next 25 minutes.

The information below is provided to assist you with your presentation.

Location: Eugene Mission Learning Center, 1470 West First Avenue, Eugene, OR 97402.

Arrival Time: 11:45 AM if you plan to use media; 12:00 PM if your presentation will not use media.

Duration: Up to 20 minutes with an additional five minutes reserved for audience questions.

Presentation:

Please provide the following 3 weeks prior to your presentation for publication in our newsletter:

- **Brief description of the talk (100-word limit)**
- **Photo of Speaker(s)**
 - **Send as jpg or png file**
- **One paragraph biography**
- **Email to contact@southtownerotary.org**
 - **Please put the date of your presentation in the Subject line.**

●—A screen, LCD projector, PC compatible laptop, wireless microphone and speaker, will be available for your use. Please bring your presentation files on a thumb drive to transfer.

- Please refrain from:
 - Marketing or sales talks;
 - Direct solicitation for a charity, cause, or project; or
 - Personal political or religious opinions or messages.
- Requests for Club support for service projects should be directed to the appropriate committee, Community Service, or International Service, as the case may be.

As a presenter at our meeting, you will be provided with lunch. If you have any questions, please contact me (541-521-4149). Southtowne Rotary members are looking forward to your presentation.

Sincerely,
Kathli Hoffer (kathlioffer@earthlink.net)
Membership Director