

# Delta Rotary

## Presentation Information

Thank you for agreeing to present at an upcoming Delta Rotary meeting!

Delta Rotary meetings are fun and informative. We are excited to share our club with you and learn about your organization/passion/expertise. Here is what to expect as a presenter at Delta Rotary!

### **Meeting information:**

- Meetings are held at the Hilton 66 E. 6<sup>th</sup> Ave, Eugene.
  - Parking is located below the building off Oak Street and is free on our meeting days.
  - Meeting room is located on the main floor.
  - Please arrive by 11:40am. If you need to set-up for power point presentation.
  - Meeting starts promptly at 12:10pm.
  - Meeting adjourns promptly at 1:15pm.
  - Lunch is provided for our guest speakers. Do you have any food allergies? If yes, please list:
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### **Presentation information:**

- 20 minutes are allotted for the presentation.
- 5 minutes are allotted for questions.
- If your schedule allows, please be available for additional questions after meeting adjournment.

**Please provide the following information to the Delta Rotary Representative who invited you to present.**

**Information should be provided three weeks in advance of the presentation.**

- Short biography.
  - Short description of the presentation.
  - Please bring your own laptop
  - Will you need a projector and/or screen? \_\_\_\_\_
  - Microphones already provided for the meeting.
  - Will you need any other accommodations we should be aware of?
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***Thank you for sharing your time with our club!***

