



Speakers Information

Thank you for your willingness to present to Rotary Club of Carmel by the Sea! Here are some details to help you prepare:

At least two weeks prior to your presentation date, please email the following to your key contact person or to rotarybycarmel@gmail.com

- A bio to be read by our member for your introduction.
- A photo to be used to announce your program and during the meeting
- Email your presentation to our IT facilitator in order that she can upload it to our computer. You may also bring a flash drive with you on your presentation day.
- The person who helped arrange your presentation will provide you with contact information for our IT facilitator.
- Please do not bring presentations on CDs

The day of your presentation:

- We meet at the Carmel Mission Inn, off Rio Road & behind the Chevron station, in the meeting room off the front courtyard. If there is a change in venue, you will be notified.
- Please arrive by about 11:45 and **first**, stop by the attendance desk to check in.
- You will then be directed to our IT facilitator who will assist you in setting up your presentation.
- Lunch is served starting at noon. Speakers do not pay for lunch and are seated at the front table.
- The meeting starts at 12:15 after the pledge and invocation.
- We have announcements from 12:30 - 12:50 after which a designated member introduces you.
- **Speakers begin at 1pm. The time allotted for the presentation, including Q&A, is just under 30 minutes. The meeting ends promptly at 1:30 so please honor that 30 minute time-frame.**
- If you have any materials you like to share, such as brochures, we can place them at the front desk where members check in and out. We prefer to not have them on the tables as they often get lost or overlooked.
- Presenters to Rotary are asked to help members learn about current issues, new trends, or interesting topics that they might otherwise not hear about. It is a wonderful gift to Rotarians to expand their thinking and understand issues that are relevant to our community and beyond.
- Topics range from health and sciences, to the arts, social needs, technology, environmental issues, political matters, military concerns, and innovative approaches to business. We ask you to make your presentation as informative and lively as possible. There will always be opportunities for questions and answers at the end.
- *Regardless of the topic, we request presenters avoid soliciting members in any manner or attempt to impose beliefs or opinions.* This includes self-promotion for personal businesses, fundraising events for non-profits, or employee or volunteer recruitment.
- At times, if members have more questions than can be answered by 1:30, you may be asked to remain for 10 - 15 minutes to answer other questions after the meeting is adjourned. Please be sure to let us know if this is not possible so we do not offer something you cannot accommodate.