Port Arthur Rotary

Box 33016, Red River Rd.

Thunder Bay, Ontario

P7B 0B1

**Guest Speakers at the Port Arthur Rotary**

At almost every Port Arthur Rotary meeting, members are enlightened by a Guest Speaker. Guest Speakers topics range from local to global events and generally last no more than 15 minutes. For the schedule of upcoming speakers, see the CALENDAR on www.parotary.com

**GUIDELINES FOR GUEST SPEAKERS**

Thank you for your interest in speaking to our club. Hope you find the following information helpful in planning your talk.

**Prior to the Meeting:**

Our Club’s website is www.parotary.com. Would you please email me a one or two-sentence description of your talk so that we can post it on the website to inform our members of the program prior to the meeting. Also, we need a brief bio that we can use to introduce you.

**Meeting Time and Location:**

Our Club meets every Tuesday at the Prince Arthur Hotel in the Provincial Room on the 2nd Floor. The meeting starts at 12 noon and ends shortly after 1 p.m. Free parking is available in the Prince Arthur Hotel Parking lot. Lunch will be available at no charge to the presenters. You are welcome to bring a guest to assist. Presenters normally arrive at about 11:45 a.m. to set up. Just let the Rotarian greeter at the reception desk know that you are the guest speaker.

**Length of Presentation:**

The presentation should be about 15 minutes long and allow approximately 5 minutes for questions. If the topic requires additional time, please let me know so we can modify the agenda. The meeting opens with the National Anthem and a Reflection, followed by a short recess for fellowship. The business part of the meeting begins at around 12:15 p.m. The guest speaker can then start the program at about 12:30 p.m. After the presentation and question/answer session, there may be other business and/or announcements. You are welcome to stay after the meeting to socialize or network with the attending Rotarians.

**Technical Setup:**

We have a projector for PowerPoint presentations and a wireless mic for the PA system. Presenters should bring their own computer. If you need to amplify the audio from the PowerPoint presentation, please advise in advance so we can have the appropriate sound system ready.

**Notes from your presentation:**

If you use a PowerPoint presentation or if you have a summary of your presentation, we would be happy to post it in the weekly “newsletter” section of our website to allow members who missed the meeting to learn about your talk. If you are open to it, please email the file(s) to me at your convenience.

We look forward to your presentation.

Yours in Rotary,

Rod Morrison, President Elect

Port Arthur Rotary

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Thunder Bay, Ontario

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