

ROTARY CLUB OF MYSTIC

SPEAKER GUIDELINES

GUIDELINES FOR ROTARIANS

Please consider the following guidelines when selecting a speaker for a club meeting:

- Choose a speaker with a topic of **informational, educational, motivational or entertainment value** that will be of general interest to all club members.
- **Avoid controversial topics or volatile issues** that could arouse anger and division among members. Refer to the Four-Way Test when considering speakers and topics.
- **Avoid repetition or sameness.** Look for a speaker we haven't heard before with a fresh topic.
- **Avoid political or religious topics.** Rotary International is a non-political and non-religious organization. As a matter of policy, Rotary Clubs do not take positions on public questions including political or international issues.
- **No political candidates within 90 days of an election.** It is acceptable, however, to have a congressman, senator or other elected official speak to our club when the format is simply a report to constituents on congressional or legislative affairs.
- **Consider carefully product or service promotion.** Advise company executives who are invited to speak to deal with issues that affect their industry and the community and how they cope

with them; they should not use the Rotary podium to promote their products or services.

- **Club members as speakers are encouraged** as long as the topic is of general interest and the speaker's program does not involve the commercial promotion of the individual nor the individual's business or employer.
- **Avoid requests for funding.** Never allow requests for funding unless the request has been formally approved in advance by the club board of directors.
- **Avoid product or service promotion.** Advise company executives who are invited to speak to deal with issues that affect their industry and the community and how they cope with them. **They should not use the Rotary podium to promote their products or services**

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Thank you for joining us on as our program speaker. Your presentation is part of our efforts to better understand all that makes the greater Mystic area a great community. Please take a few moments to consider the following speaker guidelines designed to help you as you prepare for your presentation:

1. Our meetings begin at 12:15 with lunch at the Mystic Hilton. Please arrive by 11:45 to set up.
2. We have a media projector. Please bring your own laptop if you are using any visuals.
3. The Hilton sets up a lunch buffet for us. Please feel free to go through the line and sit with your host at one of the front tables.
4. When it is time for your presentation the Rotarian who has invited you to speak will introduce you. If you have a two or three sentence introduction that you would like him/her to use, please send it to them ahead of time.
5. You will have 10 - 15 minutes for your presentation. Please save some time for Rotarians to ask follow up questions. The meeting ends promptly at 1:15 p.m..
6. You may provide handout material. These are best distributed at the tables beforehand.
7. Please tell us how your project, organization or field or interest impacts and improves our community. Please consider these following guidelines:
 - a. Your presentation must avoid overt sales. Making a "sales pitch" or directly soliciting purchases or donations is not in the

- spirit of Rotary. Presentations should not promote a specific business or its products or services.
- b. Presentations should be non-political and non-sectarian, unless you have been invited specifically for that purpose. Our policy does not allow anyone running for political office to address the club within 90 days prior to an election, so as to avoid campaign speeches.
 - c. There should be no type of solicitation for a financial or in-kind donation, or a request to purchase products or services.
 - d. We respond positively to speakers who present a topic of informational, educational, motivational, or entertainment value that will be of general interest to all club members.
8. Enjoy yourself. This is a great opportunity for all of us to gain an appreciation of what makes the greater Mystic area great. And thanks for helping Rotarians learn more about you and your organization. We appreciate your time and effort!