Rotary
Club of Bainbridge Island

Rotary Club of Bainbridge Island Speaker Information

Thank you for agreeing to speak to the Bainbridge Island Rotary Club, we are looking forward to your presentation! Please complete this form and return it by email to Tracie Waxman at t.wax.546@gmail.com at least 3 weeks before your presentation date. It will be used to promote your presentation and introduce you as speaker. Please also review the presentation details regarding location, schedule, and content.

Program date: _____

Send materials by: _____

Your presentation location:

○ In-person (hybrid): The Bainbridge Island Rowing Center, 281 Brien Drive SE, Bainbridge Island

○ Remotely, via Zoom.

Meeting schedule

○ LUNCH Meeting (Prep at 11:15 AM, meal/chat time at 11:30, talk begins at 12:15PM)

○ DINNER Meeting (Prep at 5:45 PM, meal/chat time at 6:00PM, talk begins at 6:45PM)

Rotarian contact name: _____

Rotarian contact email: _____

Rotarian contact phone: _____

Speaker and presentation details

Your name: _____

Program title: _____

Summary of presentation:

Rotary
Club of Bainbridge Island

Your Bio:

Photo: (please paste or attach separately)

Telephone #: _____

Email: _____

Organization: _____

URL if pertinent: _____

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Additional presentation information:

- The Rotary Club of Bainbridge Island is a non-political, non-religious service organization with 150+ active members. Roughly half of our membership attend any given meeting.
- Your presentation should be approximately 20 minutes long with an additional 5 minutes for questions and answers. We'll let you know if we are adjusting this timing.
- Be aware that the projection screen is not large. Therefore, please use large fonts and/or limit the number of words and pictures per slide to ensure easy viewing from all parts of the room.
- If you represent a business, please avoid selling us anything. If you represent a nonprofit organization, please do not ask for donations in your presentation.
- In this post Covid age we will have a mix of presenters and members joining us in person or by Zoom (e-meeting). Members and presenters will always have a choice to join us remotely via Zoom, but we will not always be able to have an in-person meeting (hybrid).

If you are presenting in person (hybrid meeting):

- **Please send slide decks, videos, and/or multimedia assets to the Rotary Tech Team (at techteam@bainbridgeislandrotary.org) the Friday before your scheduled Monday meeting.** (Since we do hybrid-Zoom meetings, we must run the presentations from the AV computer so Zoom participants can see it. It is not simple to use the presenter's laptop/device. Please contact the Tech Team with any questions.)
- If you have a book, you're welcome to bring along some copies, but please don't use the program to sell them. You may leave literature on each table which can include a solicitation request. 80 copies of any handout are usually sufficient.
- Our meetings include meals so members will be sitting down and eating prior and possibly during your talk. Also, following your talk there will likely be other club business on the agenda that the president will oversee prior to adjourning. As our guest, **you and one guest are invited to join us for lunch or dinner prior to your presentation** and to stay until the end of the meeting. You are welcome to bring additional guests, but they will be asked to cover the $20 meal cost. Vegan and gluten-free options are always available as well as coffee and other beverages.

If you are presenting remotely by Zoom:

- The zoom address will be sent to you by the Friday before the meeting. PowerPoint, screen sharing, videos, or other supplements may enhance the presentation. We are currently using Zoom.com. Please update your zoom app or zoom computer version before the e-meeting. You may wish to practice your virtual presentation with the host of the meeting, which usually is the club president, 15 minutes before the hybrid or e-meeting.

If you have any questions at all, please contact Tracie or your Rotarian contact. Thanks again!