



## The Rotary Club of Kahului

### Speaker Guidelines

On behalf of the Rotary Club of Kahului, we deeply appreciate your willingness to take the time to share your talent and expertise with our members. The Rotary Club of Kahului is an organization of business professionals, community leaders, and executives committed to professional and ethical values, humanitarian service, and the motto of "Service above Self." For more information, we encourage you to visit [www.kahuluirotary.com](http://www.kahuluirotary.com) and [www.facebook.com/kahuluirotary](http://www.facebook.com/kahuluirotary).

The following guidelines are provided to assist you with your presentation:

1. 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.
2. 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 local, national or international issues with political and religious undertones. Elected officials may be allowed to speak to our club when the format is simply to report to constituents on congressional or legislative affairs.
3. We strive to be inclusive in hearing varying points of view on diverse subjects, and request that speakers *avoid presentations that advance or otherwise promote a particular religious, political or commercial point of view*. Pay special attention that the topic is not highly controversial or may potentially cause division amongst members.
4. We understand that a benefit to speaking in front of a group such as ours is to increase public awareness of your organization. However, *we do not welcome overt sales pitches or solicitation* for business or contributions. Instead, we recommend that speakers bring us valuable information that showcases expertise or community impact, which then may *indirectly* lead to future communication with individuals.

### Background Information

- The Rotary Club of Kahului meets every Monday (except bank holidays) from 11:45AM to 1:00 PM at *The Café O' Lei Dunes at Maui Lani* banquet room located at the Maui Lani Golf Course Clubhouse at 1333 Mauilani Parkway, Kahului, HI. For directions and a map of campus, see our website.
- Rotary Club of Kahului members are professional men and women, approximately 40 members, with about 65% in attendance at weekly meetings.

- Your Rotary Host is the person who invited you to speak to the Club. *At least two weeks* in advance of the day of your presentation, please be sure to provide your Rotary Host with:
  - Our Speaker Information Sheet, that includes a request for any audio-visual needs you may have; and
  - A brief bio, a 3-5 sentence abstract of your program, and photo for proper introduction
- Pamphlets or brochures related to your program may be distributed on tables prior to the meeting. Please arrange to have any extra brochures picked up following the meeting.
- Unless specifically asked to do so by the Club President, please refrain from:
  - Marketing or sales talks;
  - Direct solicitation for a charity, cause, or project; or
  - Personal political or religious messages.

Requests for Club support for service projects should be directed to the appropriate committee, Community Service or International Service, as the case may be *in advance of your presentation*. Any contribution of volunteerism or money would have to be approved by our board of directors.

### **At the Meeting**

- The meeting is held in the banquet room at Café O' Lei Dunes at Maui Lani Golf Course.
- Please arrive at least 15 minutes before our start time of 12:00pm (so 11:45am). **If you have A/V needs** please plan to arrive 30 minutes before our start time (so 11:30am) to guarantee set-up time and assistance. Introduce yourself as the guest speaker at the Club's registration desk. You may setup your handouts, flyers or pamphlets at the head table. The room is equipped with a podium and microphone. We do not supply a computer for presentations, but may be able to get a projector with at least two week's advance notice.
- Please sit at the head table (first row center next to the podium/banner) with your Rotary Host and the Club President.
- The speaker's program portion of the meeting typically begins at 12:30pm. There is a **maximum of 20 minutes** (please build in time for Q&A) for the speaker's presentation. After a question is asked, please repeat the question so everyone in the room can hear it before you respond.

Our president will stand at the back of the room to be your timekeeper. S/he will give you a sign that you have 5 minutes left in your presentation time, at which point you're welcome to take questions.

*At an appropriate moment, the President will move towards rejoining you at the podium, indicating to you and to the membership that the time to adjourn has come. Please take one more question at that point.*

If you have any questions, please contact your Rotary Host.

Again, thank you for sharing with the Rotary Club of Kahului.