**Speaker Guidelines - Rotary Club of Menomonie**

Please take a few moments to consider the following speaker guidelines designed to help you as you prepare for your presentation.

1. The meeting room has a TV with an HDMI connection and cable. If you are unable to provide a computer with an HDMI port, please let us know.
2. If you have any questions, please email:

Sandy Ott ([sandy.ott@outlook.com](mailto:sandy.ott@outlook.com)) for the Wednesday meeting, and Scott Fredrick ([sfredrick87@yahoo.com](mailto:sfredrick87@yahoo.com)) for the Tuesday meeting.

1. You may provide handout materials. These are best distributed at the tables beforehand.
2. Our Wednesday meetings begin at 12:00 noon with lunch at the Exit 45 Restaurant--2100 County Rd B, Menomonie, WI 54751 on the first and third Wednesday. Please arrive by 11:40 am to set up. Exit 45 restaurant 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.
3. Our Tuesday meetings start at 5:15 pm at the Stout Craft Co. 1501 N. Broadway Menomonie, WI on the second and fourth Tuesday. Please arrive by 5:00 to set up. At 5:15 we will move to the bar area for a quick “meet and greet” with the members and start the presentation at 5:30 pm. Food and beverages are available.
4. When it is time for your presentation, we will introduce you. If you have a two or three sentence introduction that you would like us to use, please send it to us ahead of time.

1. You will have 20 minutes for your presentation. Please save some time for Rotarians to ask follow-up questions. (Our goal is to have members “on their way" by 1:00 pm or 6:15 pm, respectively).
2. Enjoy yourself. Thank you for your time and effort! We appreciate your participation!

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**Policies of the Rotary Club of Menomonie**

**Solicitation of Support.**  In no case will a solicitation of the membership by a person or group at a regular meeting be permitted. Each officer and director of the club shall be cognizant of the potential embarrassment to the club members of potential solicitations of the member for support both financial and personal. It is the policy of the Rotary Club of Menomonie to assume that the fellowship of the regular meetings will not be disturbed by solicitation.

**Controversial Issues at Club Meetings**

It shall be the policy of this club to avoid political and controversial issues, with the exception that for program purposes, both sides of such issues be presented; giving approximately equal time for the differing views (a long standing practice of Rotary Clubs).