



ROTARY CLUB OF DAYLESFORD GUEST SPEAKER'S GUIDE



..... we are honored and very pleased that you have agreed to join us as our Guest Speaker/s

onat
We look forward to your company and are appreciative of the time and effort you will put into planning and delivering your presentation.

Some specific information for you as our Guest Speaker/s:

- The Club Program Coordinator or a member will greet and look after you on arrival.
- He/she will assist you to set up. If you require any special AV or other equipment or facilities please notify the Coordinator prior to the day of your presentation.
- It will be our pleasure to provide you and your partner, who is very welcome, with a drink and meal so please let the Coordinator know if you are bringing along a partner or if you have any special dietary needs.
- Usually, fifteen minutes will be allocated to Guest Speakers and a signal will be given at the twelve minute mark. A further few minutes is set aside for question time.
- At the conclusion of your talk a small presentation will be made to you.
- After the meeting you are welcome to stay and chat informally with those members who enjoy some further fellowship.
- If you would like to receive the following week's Rotary Club Bulletin which will have a report about your presentation please provide the Coordinator with your email address.
- Also if you would like to find out more about our Club or join us at a future meeting please make contact with the Club Program Coordinator.

Some other helpful information about our meetings.

- This year our Club Meetings are held at the Old Hepburn Hotel.
- Fellowship begins around 6.00pm or at 6.30 pm during daylight saving months.
- Our meetings begin at 6.30 pm or at 7.00pm during daylight saving months and are concluded by 7.45 pm or 8.15pm respectively.
- Our Meeting Agenda includes a welcome, Rotary Grace and a Toast. Then these formalities are followed by Reports from the President and members, a Sergeant at Arms Fines Session, a Heads and Tails Competition, and the most important part of the evening - the Guest Speaker.
- Fellowship and networking are important aspects of our meeting so time is always allocated for members and guests to chat and exchange news over the two course meal that is served.

President: Victor Szwed and Program Director: Joe Rozen.