

GUIDELINES FOR SPEAKERS

Our club meets on Wednesdays from 12:00 p.m. to 1:00 p.m. at the American Legion Hall of Abbeville, located at 3319 Veterans Memorial Dr. Abbeville, LA 70510. The buffet lunch meal is available by 11:45 a.m., and speakers are always our guests for lunch. You should plan on arriving between 11:30 and 11:45 a.m. This will give you time to check out any equipment issues you may need for your presentation.

Current club membership as of 12/1/2024 is 76, and typically, about 50% are present at our lunch meetings, and you will be speaking to some of the top business professionals in Abbeville, Louisiana. High-quality, weekly programs are extremely important to the club's membership, which is one of the main benefits of attending a meeting at the Rotary Club of Abbeville. The following guidelines are intended to help in preparing your presentation:

- Our members respond positively to engaging speakers presenting a topic of informational, educational, motivational, or entertainment value that will interest all club members.
- The club meeting begins at 12:20 p.m. with an Invocation followed by the Pledge of Allegiance & our 4-Way Test. Our guests and visitors will then be introduced, and if necessary, important club business and/or announcements may be made. At approximately 12:30 p.m., the President will often turn the meeting over to the club program chairman, who will introduce you as the guest speaker. The meeting ends promptly at 1:00 p.m.
- The dining room at the American Legion Hall is very large so we request that you use either the microphone at the podium.
- Presenters can bring their own laptops; however, the club has a laptop, projector, and screen available if needed. Let us know in advance if you will need a laptop. The projector & screen are stored on-site.
- Please advise our Club Program Chairman with a program title, a brief bio of yourself, and if you will require the use of the club's laptop and/or projector at least 2 weeks prior to your presentation. This information will be used for your introduction and advertised in our emails, website, and/or social media communications.
- When planning your program, please plan on 20 minutes for your presentation, allowing 5 minutes for Q & A. You are welcome and encouraged to stay after the meeting to answer any additional questions after the meeting.
- With respect to all of our member's and visitors' time, it is important to note that our club uses a timer ("The Democratizer") to allow our speakers to know exactly how much time they have remaining for their presentation. At approximately 12:58 pm, the buzzer will sound, and the podium will return to the President of the club.

- Informational leaflets, flyers, and collateral material may be placed on tables as leave-behinds.
- At the end of the meeting, it is customary for our guest speaker to take a photo with the club's President & other members of our club for use in our bulletin, website, and/or social media.

Additionally, we strongly request that our speakers please abide by the following

- All presentations should refrain from promoting a specific business, its services, or products, and there should be no type of solicitation for financial or in-kind donation or a request to purchase products or services. It is acceptable to talk about your business/organization and its services, but it's not okay to make a "sales pitch" or directly solicit donations.
- Personal political or religious messages are not permitted.
- Using the Rotary platform to dispense individual financial advice is prohibited.
- Please refrain from promoting anything that might suggest fundraising for whatever the excellent cause might be. (Our Rotary club's fundraising and allocations are budgeted.)