

Rotary Club of Tulsa

Speaker Guidelines

Meeting Location:

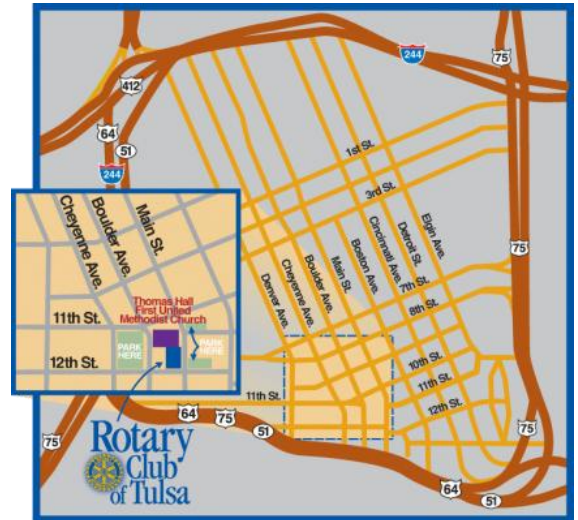
Thomas Hall, First United Methodist Church
1115 S Boulder, Tulsa OK 74119

General Contact Information:

Donna Mercier, Executive Director, Rotary Club of Tulsa
616 S Boston Ste 410, Tulsa OK 74119
(918) 584-7642, Cell (918) 809-0591,
donna@tulsarotary.com

Technical Contact:

Steve Perkins
Rotary Club Technology Committee Chairman
(918) 745-2333
sperkins@hogantaylor.com



Of the 33,000 Rotary Clubs around the world, the Rotary Club of Tulsa is one of the largest with more than 460 members. You will be speaking to the top business professionals of Tulsa. Please make note of the following speaker and presentation guidelines, and call us if you have any questions.

- 1) Send a **summary of your biography/resume** and a paragraph about the subject of your presentation as soon as your date has been booked to: tom@rexp.com and jane@tulsarotary.com so that we may promote your speaking engagement on our website.
- 2) Monday afternoon prior to your speaking engagement, send all **AV requests and slides/PowerPoint** to: sperkins@hogantaylor.com. Please note:
 - a. Slide or PowerPoint presentations should contain mostly photos. The room is 100' deep and participants in the back cannot see words on PowerPoint slides smaller than 44-point. Please see page two of this document for illustrations.
 - b. We can accommodate: DVDs, VCR tapes, Media Files, PowerPoint, and Live Camera Feed.
- 3) On your speaking day, Wednesday, please **arrive no later than 11:30 am** for lunch. The meeting begins at 12:10 p.m. with an invocation, song, pledge and announcements. You will be introduced by the Rotarian of the Day. Please keep your talk to 20 minutes or less. The meeting ends promptly at 1 pm.

For more information on the Rotary Club of Tulsa, access our website at: www.tulsarotary.com. Additional information can be found at: www.gasseronline.org and www.joinrotary.net.

Thank you for joining us at the Rotary Club of Tulsa.

Rotary  Club of Tulsa

PowerPoint Guidelines:

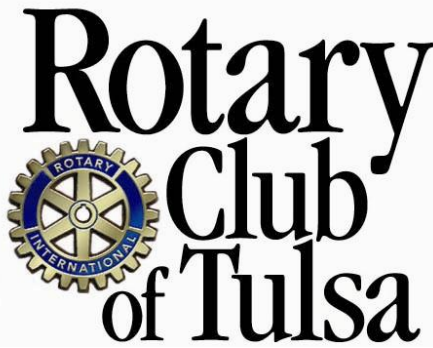
80-point is best.

60-point is OK.

44-point is OK.

32-point is making us squint.

16-point can't be seen at all.



ROTARY'S FOUR WAY TEST

Of the things we think, say or do ...

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOOD WILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

Podium Notes for Speaker

- Our goal is to turn the podium over to you by **12:35** pm.
- Turn the podium back to the Club President by **12:58** pm for closing. The meeting adjourns at 1:00 pm.
- The podium microphone is omni-directional. Speak over and past it rather than down, directly into it. If the sound seems to pop as you speak, push the mic away from you. A handsfree microphone can be provided upon request.
- The Rotary Club of Tulsa makes a concerted, ongoing effort to be a diverse and inclusive organization. We ask that you convey your remarks without bias toward race, gender, religion, political party, ethnicity or sexual orientation. Feel free to use humor in your remarks, but do so with caution in this regard.
- Refrain from taking political positions, making sales pitches or soliciting funds.
- There will be a glass of water to the left of the podium for your use.
- For timing purposes, the clock straight ahead of the podium and near the ceiling is our guide.
- If you wish to leave time for questions and answers prior to 12:58, please feel free. However, kindly repeat questions for the benefit of those in the back of the room.
- In lieu of a speaker's gift, the Rotary Club of Tulsa donates a book in your name to the Michael Chittom Media Center at our adopted school, Celia Clinton Elementary. The students and teachers always appreciate a personal note of encouragement written by you inside the book.
- We value the time and commitment that you have made to our meeting today, and wish you well in every endeavor.

Rotary Club of Tulsa Policies and Practices as stated in the Barhydt Letter:

Programs

- 1.) It is the policy of the Club to refrain from programs of a political nature. In recent years we have served as a neutral forum for occasional debates of political issues.
- 2.) Speakers are asked to refrain from “sales pitches” and distribution of printed matter about their product or point of view. We do allow national speakers to sell books at a side table, as a way of off-setting their travel/speaking expenses, since we do not pay a speaker’s fee. In these instances, the speaker is encouraged to donate a portion of each sale to the Rotary Club of Tulsa Foundation.
- 3.) Article IX, Section 1 of the Rotary Constitution provides that Rotary Clubs shall not express an opinion on any pending controversial public measure. As mentioned above, we often serve as a forum for informative debates on pending legislation or controversial political issues. However, we do not take sides, and we do not support particular political points of view. As a caution, this rule becomes difficult to follow when school bond issues and other local tax matters come up for vote and the Club is pressured through its own members to make announcements urging members to vote for or against a particular issue. In recent years the Board and the President have been quite firm in limiting such matters to announcing the date of a particular election and urging members to vote, while refraining from urging a particular point of view in the election. (LE 1996)

4.) Campaigning:

Rotary is a politically neutral organization. No candidate for public office shall be, knowingly, invited as a guest speaker of the Rotary Club of Tulsa within one year prior to his or her election date, except for a debate or forum to which the other leading candidates are invited. All members seeking a political office should refrain from campaigning for office while attending a Rotary meeting. Guests of Rotary members, desiring to hold public office, should be cautioned against campaigning while attending a Rotary meeting. (Adopted December 2, 1996)

5.) Solicitations:

The Rotary Club of Tulsa has a standing policy, established by the Board of Directors, that no outside group(s) is allowed to make announcements or solicitations of any type at a regular meeting, unless specifically approved by the Board. This includes handouts, items put out on tables, display items in the foyer or outside the entrance, and personal solicitations or announcements from the podium.

The Board recognizes that in some instances our invited speaker may, in an indirect manner, be promoting his or her organization’s services or products during the normal presentation of the topic. However, speakers will not be allowed to make direct solicitations for funds or products sales, except as noted in Item 2. (Adopted December 2, 1996)

Invocations

At any given meeting our audience is comprised of many different faiths and religious beliefs, and all persons attending our meetings must feel welcome. It is a Rotary tradition to include an invocation as part of the opening ceremonies. Invocations that use language specific to a particular faith or religious belief exclude persons of other faiths and can be divisive. Accordingly, a person invited to give an invocation should agree to these guidelines:

- a) Invocations should be carefully planned in advance.
- b) Invocations should be general and inclusive. For more information, consult the pamphlet published by the National Conference for Community and Justice (NCCJ) titled "When You are Asked to Give Public Prayer in a Diverse Society – Guidelines for Civic Occasions." NCCJ defines "inclusive prayer" as prayer that is "nonsectarian, general and carefully planned to avoid embarrassments and misunderstandings, authentic prayer that also enables people to recognize the pluralism of American society, respectful of the composition of the audience and easily shared by listeners from different faiths and traditions."
- c) Invocations should not be used to preach or give testimony.

If unwilling to comply with these guidelines, the individual's position should be respected, and he or she should be given the opportunity to decline the invitation to lead the invocation. (Adopted March 8, 2010)