

Lincoln Nebraska Downtown Rotary Club Speaker Guidelines

We're thrilled you'll be giving a presentation to Lincoln's oldest service club, Downtown Rotary #14. We are one of the largest Rotary clubs in the world with 300 members. We're an active group involved in the community in a number of ways in keeping with our motto, "Service above Self." Members of our club come from businesses, government agencies, educational institutions and non-profit organizations. You'll find our members are engaging and always interested in hearing your ideas and thoughts. The Program Committee strives to provide programs for Club #14 that . . .

- are challenging, informative, entertaining.
- are relevant, timely, and futuristic.
- ensure a variety and balance of topics.
- do not avoid controversial topics but do ensure fairness and equity.

In addition, the Club embraces programs that foster Rotary's motto "Service Above Self" and that address issues of constructive ethics. The best programs have an impact on the audience, but Club meetings are not to be used as a "bully pulpit" or an opportunity for public advertisement or solicitation. To help you prepare to give an outstanding presentation, we encourage you to read this article from the *Harvard Business Review* titled [How to Give a Killer Presentation](#). It was authored by the curator of TED, Chris Anderson.

Programs are generally scheduled to begin at 12:40 pm and need to be completed promptly at 1pm. You are encouraged to consider a brief amount of time for questions in planning your presentation.

We ask that you complete the [Rotary Speaker Form](#) at least 10 days prior to your presentation. The information you provide will be included in the Club newsletter, our Facebook page, Twitter and our website.

If you plan to use visuals or graphics to support your presentation, please bring your Windows compatible presentation with you on a flash drive or CD. We operate a PC laptop and wireless projector system. This system can't support Macintosh files. It can support Windows compatible embedded video and/or audio with advance notice. You are also welcome to bring printed materials (180 copies). If you have books or CDs available, we will make reference to them in our introduction. Club policy does not allow the price to be announced or for our speakers to personally reference items for sale.

Location: Nebraska Club 20th floor, US Bank Building, 13th and M Streets, Lincoln, NE

Arrival time: Please plan to arrive around 11:45 for setup and final preparations. You'll be sitting at the President's table which is near the podium.

