

## Guest Speaker Form

The Rotary Club of Hamilton meets on Thursday's from 12-1:30 p.m. at the Art Gallery of Hamilton.

Presentations should be a maximum of 20 minutes to allow for a question/answer period after a presentation.

If you require A/V equipment for your presentation please arrive by 11:45 a.m. for set up. Otherwise arrival for 12:00 p.m. is sufficient.

Not for profit/charitable groups please note that due to the nature of our club policies and practices in regards to charitable donations and support of charitable activities, we ask that presentations are for educational and informational purposes only. Requests for donations/funding or sponsorships will not be accepted at a Rotary Club meeting.

The guest speaker and a maximum of one guest will receive a complimentary lunch. Any additional guests of the speaker will be required to pay a lunch fee.

Date of Presentation:	Name of Speaker:
Company/Organization:	Presentation Title:
Presentation description (brief overview of what you will be speaking about):	
Please identify any dietary restrictions:	Name of guest accompanying you:
Do you need any special accommodation for your visit with us: adaptive equipment etc. (the AGH is wheelchair accessible):	
<p>A laptop (PC format), screen, microphone and projector are available for your use.</p> <p>Will you require A/V equipment? YES <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does your PowerPoint or video require sound? YES <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what do you require?</p>	
If you are using PowerPoint please save your presentation in PC format (not MAC) and put it on a USB/Flash drive.	
Please provide a bio which will be used to promote the speaker as well as an introduction with three main points that will be read to introduce the speaker, at minimum three weeks in advance of the speaking date.	
Administrator: <a href="mailto:admin@rotaryclubhamilton.ca">admin@rotaryclubhamilton.ca</a> or 289-639-2919 Club Program Contact: Naseem Sherwani: <a href="mailto:sherwaninaseem@gmail.com">sherwaninaseem@gmail.com</a>	

For Office Use:

Bio received       Copy to intro       Copy to thanker