



Guideline for Rotary Meetings and Presentations

1.0 Meetings

1.1 Prior to a Meeting

- Identify the list of invitees and special guests/speakers
- Prepare agenda, including meeting objective (see Appendix A)
- Send meeting notification with meeting agenda to the list of invitees
- Confirm with attendees one or two days prior to meeting (send meeting reminder and request update on action items, if applicable)
- Confirm with speakers, if applicable
- Ensure presentations are available prior to the meeting
- Ensure venue is arranged for the meeting
- Ensure banner and other promotional material is in place before meeting starts
- Prepare handouts with meeting agenda for all attendees
- Assign individual responsible for taking notes during the meeting

1.2 During a Meeting

- Follow the agenda
- Ensure all discussions are carried out within the allocated time. If items need special attention, they should be noted and addressed separately, either at the end of the meeting or they are deferred to a future meeting or off-line, as applicable.
- Ensure club bulletin information is recorded and all action items are reviewed before the meeting is closed

1.3 After a Meeting

- Prepare the club bulletin (see Appendix B)
- Distribute club bulletin to attendees via email
- Send the bulletin to the Club archivist (archivist@rotarynr.ca) to make it available for future use (for further information about bulletin archival, go to <http://rotarynr.ca>, click the “Rotary Stuff” button, then click the link to “Instructions for Accessing the Document Repository”).



2.0 Presentations

2.1 Planning

Organizer

- Ensures that the Presenter is well informed on the topic, objective of the presentation, duration of the presentation, and audience
- Makes arrangements for the optimum room size, material and/or adequate Audio/Video equipment (e.g., projector, computer, microphone, laser pointer, etc.)
- Includes the presentation in the related Meeting's Agenda
- Ensures that the venue is properly set up prior to the meeting/presentation
- Introduces the Presenter prior to the presentation

Presenter

- Ensures that adequate handouts or other materials are available for audience, as necessary
- Establishes the objective of the presentation as suggested by the Organizer

2.2 Preparation

Presenter

- Prepare the presentation.

Note: When visual media is being considered for the purpose of a PowerPoint presentation, the Presenter should follow the guidelines provided in Appendix C (taken from IWCC training in communications, www.iwcctraining.com), and the Rotary Presentation Guidelines provided in Appendix D.

- Practice the presentation

2.3 Presentation

Presenter

- Introduces the objective of the presentation and a brief outline
- Engages the audience throughout the presentation, as necessary
- Summarizes the main ideas of the presentation



2.4 Close-out

Organizer

- Facilitates the Q&A session
- Thanks the Presenter
- Thanks the audience
- Adjourns the presentation
- Ensures that the presentation is saved in the Document Repository available for future use/retrieval (for information about the Document Repository, go to <http://rotarynr.ca>, click the “Rotary Stuff” button, then click the link to “Instructions for Accessing the Document Repository”).



Appendix A: Meeting Agenda

Date:

President/Chair:

Secretary:

Treasurer:

Attendance (number/list):

Meeting Objective:

AGENDA:

Item No	Agenda Item	Responsible	Duration (min)
1	Fellowship/Dinner Orders (at the door) (5:30 pm)	All	15
2	Call to order/Welcome Introduce visiting Rotarians & Guests	President	5
3	Approve current agenda and add new items as needed	All	5
4	Presentation of the “Object of Rotary”	To be assigned	5
5	Presentation of the Rotary “minute”	To be assigned	5
6	President’s time:		
	a. Introduction	President	2
	b. Correspondence	Secretary	3
	c. Announcements	All	5
	d. Committee reports	Committee chairs	10
	e. Club business	President/Treasurer	5
7	Sg’t. at Arms: Draw (Rotary wine), fines, Members share an anecdote	All	2
8	Program/Speaker		
	a. Speaker introduction	President	3
	b. Talk / presentation / Q&A	Speaker	15
	c. Thank you	President	2
9	Other items	To be assigned	5
10	Closing remarks	President	2
11	Adjournment (7 pm)	President	1
12	Quarterly Club Assembly (Oct, Jan, Apr, Jul)	President	TBD
13	Monthly Board Meeting	President	TBD



Appendix B: Club Bulletin / Minutes of Meeting

P.O. Box 2156, Deep River, ON, K0J 1P0

<http://rotarynr.ca/>

www.rotary7040.com

Date:

Meeting location:

President:

Treasurer:

Secretary:

Present:

Object of Rotary:

Rotary Minute:

Club Business

Program

Duty Roster

Date

Object of Rotary

Rotary Minute

Upcoming Meeting Schedule and Programs

Date

Meeting Schedule / Event

Other Dates to Note

Date

Event

Planned Absences

Participation

Month	Meeting Attendance(%)	Extra service (Person.Activity)	Total Participation(%)



Appendix C - Ten Plus One Tips for Designing Effective Visuals

1. **Keep visuals simple:** Avoid making your visuals too complex or busy. Spread the elements out, make everything as large as possible. When you can, substitute pictures for words so that the audience can quickly and easily grasp the point.
2. **Follow the “one concept per visual” rule:** Limit each visual to one main concept. The main concept should jump out at the audience immediately. Use bulleted points to summarize the supporting information.
3. **Limit the number of words:** Use fewer than 36 words on a visual. A good guideline for the text slides is the “six by six” rule: no more than six words per line and six lines per visual.
4. **Use keywords, not whole sentences:** Use visuals to support your message; not to replace it. Therefore, full sentences are not necessary. Limit your bullet points to keywords and phrases. Keep phrases short and to the point.
5. **Maintain balance:** Design your visuals to help the audience follow their natural reading tendencies. Words and phrases should read left to right and top to bottom. Use arrows and other visual cues to guide the audience through the visual.
6. **Use active and descriptive titles:** The titles on your visuals should be appropriate to the audience and describe the slide content. Use a font size at least six points higher than the body of your visual.
7. **Use large, bold letters:** Make the text bold and large so your message jumps out (use a minimum font size of 24 points or higher if the room is large). Limit yourself to two fonts and use upper- and lower-case letters. Sans serif fonts such as Helvetica and Arial are more readable when projected than serif fonts such as Times New Roman.
8. **Use charts, tables and graphs for statistical information:** Statistical information can almost always be conveyed more effectively through charts, tables and graphs. Here are some general guidelines: Round off numbers where possible. Use plenty of white space around numbers. Use the same unit of measurement when comparing data. Keep charts, tables and graphs simple; include essential data only.
9. **Use colour for emphasis:** Use colour to contrast, highlight and differentiate categories, separate groups of related information or to draw attention to key points. Choose foreground and background colours that complement each other. Use dark lettering on light backgrounds and light lettering on dark backgrounds, for best contrast.



10. **Always have a backup.** Regardless of your careful preparation, technologies can fail. Therefore, no matter which visual media you choose, always have a backup plan and be prepared to give your presentation without the use of any technology or visual aids.

Plus one →

Don't overdesign: Overloading visuals with too many design elements (style, colour and size) can confuse the audience. Keep the design simple and consistent. Remember: the Presenter is the star of the show. Make sure the visuals support the speaker without stealing the limelight.

Remember! Your audience should be able to grasp the concept on any visual within 10 seconds.



Appendix D - Rotary Presentation Guidelines

48 point Arial Presentation Title

36 point Arial Name(s) of Presenter(s)

24 point Arial information about the presenter(s)

- organization (if applicable)
- city/town and province/state
- e-mail address(es)

date of presentation (YYYY-MM-DD)



Presentation Outline

maximum of 5 parts, includes introduction and wrap up
32 point Arial font for bullets, 36 point Arial for title

- “Introduction”
- Part 1 (less than ten words per bullet recommended)
- Part 2 (single line bullets are best)
- Part 3 (1.5 line spacing for bullets)
- “Wrap Up”





Introduction*

32 point Arial font for bullets, 36 point Arial for title

- point 1 (less than ten words per bullet recommended)
- point 2 (single line bullets are best)
- point 3 (1.5 line spacing for bullets)
- point 4 (maximum of 5 bullets)
- duration of presentation**

* These style guidelines also apply to Part 1, Part 2, Part 3 and Wrap Up. Each part should have its own title slide, like the Introduction shown here.
** The duration is agreed to prior to the actual the presentation.



Presentation to the Rotary Club of North Renfrew (Deep River)

Slide 3

graphics and photos
should occupy the space
shown by this box



Presentation to the Rotary Club of North Renfrew (Deep River)

Slide 4



As a ***general guide***, there should be no more than one slide per minute of presentation. Therefore, a 15 minute presentation should have 15 slides or less.

The above refers to slides that are “spoken to” where the presenter discusses the content of the slide. If the presenter has “look at these” slides, such as “the following 5 slides show highlights of the village”, then 5-10 seconds per slide is suggested.

Speakers should consider the above as well as the agreed duration of their presentations, when they are deciding on the number of slides for their presentations.

