



# *Rotary Club of Fremantle (Inc.)*

PO Box 196 Fremantle Western Australia 6959

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[www.fremantlerotary.org](http://www.fremantlerotary.org)

## INFORMATION SHEET FOR GUEST SPEAKERS

Thank you for giving your time to present to a meeting of the Rotary Club of Fremantle. Please read through this information sheet thoroughly and then complete the registration / checklist at <http://www.fremantlerotary.org/admin/speaker-registration/> by Tuesday 10.00am the day before your presentation.

Venue: Fremantle Sailing Club, Mews Road, Fremantle

Meeting Time: The meeting is 6.00pm for a 6.30pm start. Please arrive by 6.10pm or earlier so that you can register, get familiar with the environment and get your presentation ready.

Parking: Ample free parking available on site

Meal Costs: Thank you for your understanding of the Fremantle Rotary Club's responsibility to commit the funds that we raise to community and international projects.

One speaker will be provided with a meal as a token of thanks. If you would like a colleague, friend or partner to accompany you, we ask that additional meals be at their cost, currently \$25.00 per person for a main course meal.

Dietary Requirements: Please ensure you advise us if you, or any additional guests who are accompanying you, have food allergies or special dietary needs. It is very difficult to change food options on the night.

Presentations: Presentations are set to be 20 minutes or less, there will also be 5 minutes allowed for questions. Please ensure you keep within these timeframes.

The club provides a projector and laptop with PowerPoint installed. There is also an external speaker for the laptop and external microphone/speaker if required.

If you wish to make a presentation on the club's laptop, please ensure your presentation and/or photos are on a USB2.0 flash drive. If you have embedded multimedia clips in the PowerPoint we would suggest that you also have a copy separate to the PowerPoint file as there is a known limitation in PowerPoint that sometime prevents the clips being shown from within PowerPoint.

You are also free to bring your own laptop/iPad etc. to display your presentation, but be aware that we only have HDMI and VGA leads. If you require leads other than these, you will have to provide.

Contact Information: Maisie Vaughan, Meeting Programs  
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Other: More information about our club can be found at our website - <http://www.fremantlerotary.org/> or on our facebook page - <https://www.facebook.com/FremantleRotary/> (Please feel free to like our page)