

Convention Breakout Session Proposal

2010 Rotary International Convention
20-23 June, Montréal

Deadline for Proposals: 16 November 2009

CONTACT INFORMATION *(Please print or type the required information clearly.)*

Contact Person

Street Address

Suite/Apt

City

State/Province

Postal Code

Country

Business Residence

Business Residence

Primary Telephone (including country/city/area codes)

Secondary Telephone (including country/city/area codes)

Fax Number (including country/city/area codes)

E-mail Address

SESSION INFORMATION

Title of Session

Committee, Resource Group, Club, District, or Organization

Has this project or topic been presented or displayed at past RI conventions? Yes No Which year(s)?

What is the intended format for your proposed session? Panel Discussion Symposium Instructional/Training Facilitated Discussion
 Other (describe) _____

What is the most appropriate room setup for your session? (Default setup will be theater-style) Round Tables Classroom Theater

Do you plan to utilize the LCD projector and screen that will be available in most breakout rooms? Yes No

ON A SEPARATE PIECE OF PAPER PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Description of Session and Statement of Purpose: Briefly (300 words or less) describe the intended format and content of this breakout session, as well as your reasons for making this proposal.

3. List of Proposed Participants: Please include a list of possible participants, including a proposed moderator, noting what each person could contribute to the session.

Submit Proposals to: Rotary International, International Meetings Division, IM200
One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA

Fax: +1 847 328-9239 **E-mail:** norah.webster@rotary.org

Please submit proposal no later than: 16 November 2009

2010 Convention Breakout Session Proposal Guidelines

PURPOSE OF CONVENTION BREAKOUT PROGRAM

The convention breakout program provides many choices for fellowship and learning by highlighting what Rotarians throughout the world have accomplished during 2009-2010, and by providing inspiration for future projects. This program provides a special opportunity for Rotarians to share their expertise with convention attendees and encourages fellowship and discussion. The following guidelines have been set to ensure the success of the program.

CONVENTION BREAKOUT SCHEDULE

Breakout sessions will be 90 minutes long, and will take place between 13:30 and 17:00 Monday, Tuesday and Wednesday, 21-23 June. No breakout session will conflict with a plenary session. All breakout sessions will take place at the Palais de congrès.

SESSION PROPOSALS

All interested parties must submit a completed proposal by **16 November 2009** to:

Rotary International
International Meetings Division, IM200
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698, USA

Fax: +1 847-328-9239 E-mail: norah.webster@rotary.org

ELIGIBILITY

Only approved Rotary organizations may propose a breakout session. Rotary clubs/districts or other Rotary organizations working in cooperation with a non-Rotary organization may propose a session that highlights that organization, but **the Rotary organization must submit the proposal and act as the primary contact for the session.**

Breakout sessions will be organized in program "tracks" corresponding to the 2010 RI theme *The Future of Rotary Is in Your Hands*, and the presidential emphases of health and hunger, literacy, and water. All proposed breakouts should fit within one of these subject areas.

SELECTION OF SESSIONS

Groups proposing breakout sessions should recognize that they are competing for a limited number of available spaces, and not all proposals will be accepted. RI will attempt to accommodate as many sessions as possible, while maintaining an even distribution of topics across all tracks.

Proposals will be evaluated by representatives of the convention committee and the final program selections and suggested speakers will be confirmed by the president. Notifications of acceptance will be sent in December 2009.

RESPONSIBILITIES OF PRESENTERS

If your proposal is accepted as part of the official convention program, you will be responsible for developing the content of the program and overseeing the presentation in Montréal. You will be asked to attend a leaders meeting and training, tentatively scheduled for 11:15 - 12:15 on Sunday 20 June.

TIME AND SPACE ALLOCATION

All breakout session times and spaces will be allocated with consideration to topic, style of presentation, and available space.

REGISTRATION

All breakout participants* will be required to register for the convention and pay the appropriate registration fees using the designated registration forms or online methods. Preregistration is available until 31 March 2010. After 31 March, registration rates increase.

Register online or print a paper registration form at www.rotary.org, or contact RI's convention registration department to request a paper form.

Telephone: +1 847-866-3495

Fax: +1 847-866-3064

E-mail: ri.registration@rotary.org

*A limited number of guest speaker registrations may be made available for non-Rotarian guest speakers, pending approval of convention committee and president.

FURNISHINGS AND AUDIOVISUAL EQUIPMENT

Breakout rooms are provided with a basic audiovisual set that includes microphones, a projection screen, and an LCD projector. **If you plan to use the LCD projector for audiovisual presentations (PowerPoint, video, etc.) you should indicate this in your proposal, and confirm that you will provide your own laptop computer.**

FUNDRAISING POLICY

No group or individual, other than those donations provided directly to The Rotary Foundation, may use the RI Convention as an avenue to solicit or raise funds for their own local fundraising projects.