

Governor's Guidelines for the President's Representative to the District Conferences

1. The RI President has personally chosen a representative to attend and participate in your district conference. The representative will represent the President from the moment of arrival before the opening of the conference, stay for the full duration, and attend all plenary sessions. ***Please accord the representative the same level of courtesy, respect and hospitality that you would provide if the President were attending your conference.***
2. ***Please contact the representative as soon as possible and acquaint him/her with your district by completing and sending the enclosed district information form*** and any other relevant information, including your monthly newsletters and other descriptive materials about your city, region, and Rotary service activities.
3. The representative has been asked to address your conference three times. *Please design your conference program to accommodate these presentations.*
 - a. a 20-30 minute major inspirational address at the time of maximum attendance, emphasizing the RI theme.
 - b. a 15-20 minute report on the state of Rotary today
 - c. brief closing remarks, about 10 minutes in length
4. Rotary International will pay the travel expenses of the President's representative (and spouse). It is expected that your district will arrange and pay for hotel and other conference-related expenses, as stated in the Manual of Procedure 2001. This may include the representative's lodging the night before the conference begins, the night(s) of the conference, and the night of the conference conclusion, in addition to meals. Please inform your conference chairman and treasurer.
5. Please appoint an experienced Rotarian and his/her spouse to serve as aides to the President's representative (and spouse). The aides should be available to assist whenever needed. See *"Guidelines for Rotary Aides to Special Guests."*
6. Enclosed is a message conveying the President's greetings, which you may wish to publish in your conference program.
7. President's representatives are knowledgeable Rotarians who have experience in many programs and activities of Rotary. As you communicate with the representative, you will discover ways in which the representative (and the representative's spouse) can make an important contribution to your conference.
8. As RI does not maintain up-to-date photographs of all RI past officers, the president's representative has been asked to send you a photograph and biography.
9. Immediately following the conference, please:
 - a. forward the District Conference Report, and required attachments, to your RI Club and District Administration Representative
 - b. forward the confidential Governor's report (0102 DC DG A) to the Office of the President in Evanston