Memorandum to Rotarians invited to serve as President's Representatives at District Conferences

You have been selected by the President for the very important assignment of serving as his representative at a district conference. Before accepting, you are asked to carefully review these guidelines to ensure that you can carry out the appointment as detailed below.

EXPENSES

1. Your travel expenses to and from the conference will be paid by RI, however all travel, whether by plane, automobile, train, etc. **must be either ticketed or authorized by RI Travel Service (RITS)** or one of its designated agencies. Travel expense will be reimbursed provided the cost does not exceed the amount of RITS-calculated round-trip airfare. Upon completion of your travel, the RI Finance department will reimburse you for authorized travel expenses. Please include your airline ticket paid receipt, along with all other receipts when submitting your expense statement to RI. To make initial inquiries, please email RITS at RITSonline@Rotary.org.. The toll-free phone number within the USA is 1-866-206-6289; for calls from all other countries, you may call collect to 1-847-901-5137. *Please contact RITS as soon as possible in order to secure economical airfare.*

2. **To support RI's budgetary constraints, it is imperative that you keep your expenses to a minimum.**

3. In order to conserve funds, while ensuring that representatives are correctly reimbursed, guidelines have been approved by the Board. All expense claims for your (and your spouse's) travel expenses will be paid in accordance with this policy, which you will receive in the conference kit. Please note that original receipts for all travel expenses over US$75 are required. Expenses are paid only after the receipt of your conference report and expense statement. The district is expected to assume responsibility for your lodging, meals and any other conference-related expenses for your attendance at the district conference, but limited only to conference expenses, in accordance with page 46 the Manual of Procedure 2001.

4. Any expense incurred in presenting a gift to the governor, aide, or other Rotarian, should you choose to do so, is at no cost to Rotary.

COMMUNICATION

5. You (and your spouse) will represent the President from the moment of arrival before the opening of the conference, stay for the full duration, attend all plenary sessions and depart after the closing of the conference. As immediately upon arrival you may be asked to conduct a media interview, or invited to a reception, proper attire is essential. Please be properly dressed when you arrive at the airport or at point of arrival. A representative has the same responsibility for his/her actions, dignity, ethical behavior and concern for Rotary, as the President himself.

6. Communication is essential. You will be expected to prepare and present two addresses.
   a. a 20-25 minute major inspirational address at the time of maximum attendance, emphasizing the RI theme
   b. a report on the state of Rotary worldwide
   Additionally, you will be expected to make remarks at the conclusion of the conference to demonstrate appreciation to the host district.

7. You (and your spouse) should meet informally with as many conference participants as possible. Upon request by the district governor, you should also be available to serve as a resource person, in panels and discussion groups.

8. The district governor will be advised that you are attending the conference as the president's representative. Complete conference "kits" will be sent to both you and the governor at the appropriate time (this usually occurs two months prior to the date of the conference, although that is not always possible).

9. Kindly respond promptly to all correspondence from the district governor and district officers. This will aid them in making suitable plans for you at the conference. The governor should send you an outline of the conference plans and suggested program. Please send the governor your personal resume and a recent photograph.

10. You are required to submit a report on the conference to the president's office. A report form will be provided in your kit. Please comment on particularly good speakers and also communicate any problems you may have observed.