Governors' Guidelines for President's Representatives to 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 was attending your conference.**

2. **Please contact the representative as soon as possible and acquaint him/her with your district by completing and sending the 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. As per RI policy, the representative has been asked to address your conference two times. *Please design your conference program to accommodate these presentations:*
   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 the representative is expected to make remarks at the conclusion of the conference (to demonstrate appreciation to the host district).

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. 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. As per RI policy, appoint an experienced Rotarian and his/her spouse to serve as aides to the President's representative (and spouse). The aides should meet the representative and spouse at the airport and transport them to and from the conference venue. The aides also need to be available to assist whenever needed. **If the representative does not speak the district's language(s), please select aides that speak the representative's language, or, provide a volunteer translator.**

6. 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.

7. We have forwarded a message conveying the President's greetings, which you may wish to publish in your conference program.

8. As RI does not maintain up-to-date photographs of all RI past officers, please kindly remind the representative to send you a photograph and biography.

9. Immediately following the conference, please complete the confidential Governor's Report via the Member Access Portal.