2018-19 One Rotary Summit (ORS)
Document 7
Supplies, Equipment, and Tips

Supplies and Equipment

- Tables, preferably round, that can seat 8 to 10 persons.
- A computer with a USB port, projector, and screen for showing the 4 videos in the *Setting the Stage* segment. (Important: See Tip 1 below.)
- Have an excellent quality sound system so that everyone can hear the sound on the videos and as the presenters speak. (Important: See Tip 2 below.)
- Markers and self-sticking easel pads. These should be at each table before the session begins.
- Provide nametags for everyone at the ORS. On those tags, either have the name and club pre-printed or coach attendees and leaders to put that information on the tags before the session begins.
- Rotary, Rotary Foundation, and other publications that you will provide as part of the ORS Toolkit. See Document 12, Toolkit Contents, for recommendations. These items will become to be given to each participant.
- (Optional, but recommended) A folder with Rotary branding for the Toolkit.
- Copies of the "Discussion Questions and Scenarios for the *Sharing Ideas* Segment" (Document 11) for each participant and Table Facilitator. These should be on the tables before session starts.

Tips

1. Load the videos per instructions in Document 12c for the *Setting the Stage* segment directly onto laptop or a flash drive to use at the ORS. Better yet, do both and have a backup laptop. Do not rely on facility networks at meeting places.
2. Check sound – check sound – check sound!
3. Use experienced or well-trained facilitators to lead the table discussions in the *Sharing Ideas* segment.

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4. Be sure that table facilitators are prepared for their role before the event. One way to do this is via an online meeting or teleconference. Another, which ideally would be combined with the online method, is to meet at the event site about 30 minutes before the ORS is scheduled to begin. If the latter method is used, if possible, use a space for it that is not the same room as where the ORS will be held.

5. Using the PowerPoint contained in the curriculum materials is recommended, but optional. You will have to complete the PowerPoint with your district information, such as your district number and other information you want to include.

6. Be sure to leave the full time for the *Moving to Action* segment. This segment is essential for an effective One Rotary Summit.

7. Have a meeting space where pages from the easel pads can be displayed.

8. Be intentional about forming groups for the table discussion.
    - Have good mix of members from clubs that have succeeded and can share ideas with members from clubs that "may need a bit of help."
    - Limit the number of persons from one club to no more than two per table.

9. Devise a way that works for your district to collect the ideas generated at the One Rotary Summit, as well as a way to share those ideas with attendees and others after the ORS.

10. Be sure that the site for your One Rotary Summit will have adequate and convenient parking a little or no cost to attendees.

11. Have an event photographer or videographer.

12. Have a time keeper and stick with the schedule you set for the event. Experience tells us that sometimes district leaders and even club attendees will want to make announcements. You will have to have a plan for how to control that use of time.

13. Have a plan for how you will get pre-event promotional information to clubs. In addition to email notices and posting on your district website, consider having AGs and other district leaders promote the One Rotary Summit, and consider using Facebook, other Social Media, Podcasts, etc. per your context. A document with "Promotional Information for District Use" is posted as Document 4 with the other ORS materials on the Zones 28 and 29 Website.