



# 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](mailto:RITSONline@rotary.org). The toll-free phone number within the U.S. is 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, only basic transportation costs as outlined above will be paid. All other costs that were previously reimbursed, including parking, visa, meals en route, etc., will not be covered.
3. 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

4. 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 general sessions, and depart after the closing of the conference. Proper attire is essential, as you may be asked immediately upon arrival to conduct a media interview or attend a reception. please be properly dressed when you arrive at the airport or other point of arrival. Representatives have the same responsibility for their actions, dignity, ethical behavior, and concern for Rotary, as the President himself.
5. Communication is essential. You will be expected to prepare and present two addresses:
  - a. A major inspirational address of 20-25 minutes at the time of maximum attendance, emphasizing the presidential 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.

6. You (and your spouse) should meet informally with as many conference participants as possible. Upon request of the district governor, you should also be available to serve as a resource person, in panels and discussion groups.
7. 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 (usually two months before the date of the conference, when possible).
8. 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 résumé or curriculum vitae and a recent photograph.
9. The President specifically asks you to focus on the importance of membership and support of The Rotary Foundation in one of your speeches. He would also like you to introduce and support the newly launched Rotary Global Rewards Program.
10. You are required to submit a report on the conference to the president's office. A report form will be in your kit. Please comment on particularly good speakers and also communicate any problems you may have observed.