

Your Group Meeting

At

Rotary International Headquarters – One Rotary Center (ORC)

A planning guide for Rotary leaders who wish to hold a meeting of Rotarians at RI Headquarters

Thank you for your inquiry about holding a group meeting at the RI headquarters building. Each year approximately 2,000 Rotarians and their guests visit the office in Evanston, Illinois. All visitors are offered a 30-minute tour of the facilities. While most visitors are interested in only a tour, a few wish to supplement their visit by conducting a club or district meeting at RI. Before planning such a meeting, the written permission of the general secretary is required.

STEP 1

Because meeting facilities are limited in size and availability, and are intended primarily for official Rotary International and Rotary Foundation business, advance reservations are mandatory. In planning your meeting, the first step is to send your request via letter to:

Mr. Ed Futa, General Secretary
Rotary International, One Rotary Center
1560 Sherman Avenue, Evanston, IL 60201,

or via FAX to 847-866-3037,

or via Email to: Ed.Futa@Rotary.org,

with a copy to your RI Club and District Support (CDS) Representative, at least two months prior to your planned visit, requesting permission to hold your meeting at RI Headquarters. In sending your request, please include the following details:

- The name of your Rotary group (club name, district number, etc.)
- The purpose of your meeting
- The size of your group
- The date of your meeting
- Approximate arrival and departure times
- A general description of the meeting facilities you will need

The general secretary will evaluate your request in light of the Rotary business demands for meeting space. A reply will be sent to you within one week. After receiving approval, you may proceed with making specific plans for your group meeting at ORC.

STEP 2

After receiving approval from the general secretary, the attached **Group Meeting at One Rotary Center – Application Form** will need to be completed and returned to the CDS Staff representative working with you. Complete this form, keeping the following points in mind:

Hours: The meeting room facilities at RI headquarters are available for use between 8:30 AM and 5:00 PM (0830 – 1700), Monday through Friday.

Meeting Rooms: The meeting facilities at Rotary headquarters that are available to Rotary Clubs and Districts for holding meetings consist of:

- Two meeting rooms, accommodating between 15 and 60 persons each
- One auditorium, accommodating a maximum of 186 persons
- Note: A room rental fee will be charged to you based on the room you reserve – see page 3

Equipment: Limited audio-visual equipment is available during your visit, such as microphones, VCR/DVD players, and video projectors. However, you will be expected to bring any other equipment and supplies that you may need, such as a laptop computer, paper, pencils, charts, etc.

Hotel Accommodations: Should you need overnight hotel accommodations for your group, the greater Chicago area has an abundant supply of hotels at a variety of rates. You will need to make such arrangements on your own. For your information, the following are within walking distance from the RI Headquarters building:

- Best Western Evanston – Phone: 847-491-6400
<http://www.bestwesternillinois.com/hotels/best-western-university-plaza/>
- Hilton Garden Inn Evanston – Phone: 847-475-6400
<http://www.hiltongardeninn.com/en/gi/hotels/index.jhtml?ctyhocn=ORDEVGI>

Coffee Breaks: If you would like to schedule a coffee break, or need water service for your meeting, please make arrangements directly with Aramark, at 847-869-9365.

All food and beverages consumed at One Rotary Center must be purchased through Café International (Aramark). No outside food or beverages are allowed.

Meals: Should your group meeting include a meal break, a number of choices are available:

- Café International – located in the lower lever of the RI headquarters building, this is a cafeteria-style public restaurant that is open for breakfast and lunch. A private dining room, holding a maximum of 36, is also available for catering. If your group is 20 or larger, or if you desire to book the private dining room, you will need to make menu reservations directly with Aramark, at 847-869-9365.
- Numerous restaurants are within a short walking distance of the Rotary headquarters. Please request a copy of the latest “Dining Directory” from your RI Staff representative. It is suggested that you call for reservations of parties of 12 or more.
- Food may not be brought into RI meeting rooms except where noted. Outside food may not be brought into Café International for consumption.

Parking: The RI headquarters building is located in downtown Evanston, and parking is limited. On-street parking is limited and coin-operated parking meters are closely monitored. The city of Evanston operates several parking garages for autos and similar sized vehicles. Driving directions to the RI Headquarters can be downloaded from the Rotary web site at http://www.rotary.org/RIdocuments/en_pdf/visit_travel_directions.pdf. Also, a list of public parking facilities is available from your RI Staff representative upon request. Parking for motor coaches near the headquarters can be arranged in advance, however there is a \$15 per day charge for each motor coach – please contact your [RI Staff representative](#) to make such arrangements.

Availability of Rotary senior leaders: One of the highlights of a visit to Rotary headquarters is the opportunity to meet the president, president-elect, general secretary or other Rotary senior leaders while touring the building. While they enjoy meeting and speaking with visiting

Rotarians, their Rotary business schedule may prevent them from doing so during your visit. Please inquire of your [RI Staff representative](#) of the availability of Rotary senior leaders to address your group. Such meetings with groups are usually 10 – 15 minutes in duration.

Availability of RI Staff for Presentations: Presentations to your group from Rotary International and Rotary Foundation staff members can be arranged, based on topics of interest. Please indicate your areas of interest on the application form found on the next two pages. Presentations are generally limited to 15 – 20 minutes per staff member, which includes time for questions from the group. Extended visits by staff members are discouraged, as staff members cannot be taken away from their primary work responsibilities.

Note: Neither Rotary senior leaders nor RI Staff are available on Saturdays or Sundays.

Meeting Rooms Available At One Rotary Center

The following represents concessionary rates for Rotary Clubs and Districts, and does not reflect the actual (higher) cost of providing these accommodations. All revenue generated by these meeting room rentals will be donated to The Rotary Foundation’s “PolioPlus Gates Challenge.”

Room Name	Description	Capacity	Rental Cost
Lower Level Dining Room	A private meeting room on the Lower Level, adjacent to the Café International cafeteria – usually used for meal functions, but can be used for meetings too. This room can accommodate audio/video projection needs.	42 Persons	\$30 per hour for the first 2 hours, then \$20 per additional hour
Third Floor Atrium	An open atrium area just outside of the auditorium, where folding tables and chairs can be set up in various configurations – not a private room – this is usually used for meal functions or receptions. <u>Not</u> recommended for meetings that need to use audio/video projection equipment.	60 Persons	\$45 per day
Third Floor Auditorium	An auditorium, with 186 theater-style seats facing a stage. Equipment available: <ul style="list-style-type: none"> • Podium with PA system, • Full size projection screen, • Video projection equipment 	186 Persons	<p><u>Room Only:</u> \$150 for Half day; \$300 for Full day.</p> <p><u>Room with AV Equipment:</u> \$300 for Half day, \$600 for Full day.</p>

Group Meeting at One Rotary Center – Application Form

Please complete this form and FAX it to your [RI Staff representative](#) at RI World Headquarters at: 847-866-3072 no less than two months prior to your scheduled visit to RI.

Be sure to complete all questions on this form.

Name of Group: _____

Purpose of Meeting: _____

Approval given by the General Secretary on _____

(date)

Date of Visit: _____ Arrival Time: _____ Departure Time: _____

Total Number of Persons in your group: _____

Name of Primary Contact: _____

Billing address (for cost of room rental) _____

Phone: _____

FAX: _____

E-Mail Address: _____

Group Profile (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> District Governor | <input type="checkbox"/> Club President(s) |
| <input type="checkbox"/> Governor-elect | <input type="checkbox"/> Club Presidents-elect |
| <input type="checkbox"/> Governor-nominee | <input type="checkbox"/> Club officers |
| <input type="checkbox"/> Past District Governor(s) | <input type="checkbox"/> Rotarians (Club members) |

Will any participants have any special needs? If so, please describe:

Will your group want to take a tour of the headquarters facilities? Yes No

If yes, at what time (check one)

Upon Arrival Before Lunch After Lunch at (____:____) Time

Describe the meeting room facilities that you will need. Check all that apply.

Name of Room to be reserved (see previous page) _____

Room needed for Full Day Half Day

Conference tables and chairs for _____ participants.

Other (describe) _____

Will your group require presentations by RI Staff? Yes No

If yes, please list your specific areas of interest within these general categories:

- RI Programs _____
- RI Membership Services _____
- Rotary Foundation Programs _____
- Rotary Foundation Fund Development _____
- Other _____
- Other _____
- Other _____
- Other _____

Will you need RI to provide any audio-visual equipment? Yes No

(Note costs listed on order form – last page)

If yes, please check all that you will need RI to provide for you:

- Microphone(s) quantity: _____
- TV with VCR/DVD Player
- Overhead Projector
- PowerPoint Projector

If you need travel directions to the RI World Headquarters, they can be downloaded from the Rotary web site at: http://www.rotary.org/RIdocuments/en_pdf/visit_travel_directions.pdf

Will you need parking arrangements for buses? Yes No If yes, how many? _____
(The cost for parking will be \$15 per bus)

Please indicate here if there are any other special needs you may have for members of your group. (box expands as you type)

Please complete the Meeting Room Order Form on the next page. Payment for the meeting room and related expenses is expected at the conclusion of your meeting at One Rotary Center (see next page)

Meeting Room Order Form

*Please return with payment to your CDS Representative at the end of your meeting.
All meeting room proceeds will be donated to Rotary's US\$200 Million Challenge.*

PARKING FOR BUS: Check here if you need parking arrangements for your bus(es)
Please complete: We will need parking for _____ busses @ \$15.00 each.
Total Bus Parking Fee: \$ _____

MEETING ROOM – select one and indicate total cost for use of the room.

CHOICE ONE

- Lower Level Dining Room, needed for ___ hours
Cost: \$30 per hour for first 2 hours, then \$20 per hour thereafter.
 Optional: AV Equipment for Lower Level Dining Room: \$50

Total: \$ _____

CHOICE TWO

- Third Floor Atrium – Cost \$45 per day
 Optional: AV Equipment for Third Floor Atrium: \$50

Total: \$ _____

CHOICE THREE

- Third Floor Auditorium – choices:
 Room only, one-half day – cost \$150
 Room only, full day – cost \$300
 Room with AV Equipment, one-half day – cost \$300
 Room with AV Equipment, full day – cost \$600

Total: \$ _____

Method of Payment: - please choose one

- Check, made payable to Rotary International [attach check here]
 Credit Card – complete information below

Name on Card _____

Billing Address: _____

Email address: _____
(you will receive email confirmation of this charge)

Card Number: _____

Card Type: VISA MasterCard American Express Diners Club

Expiration Date: _____ Total Amount to be charged: \$ _____

Your signature: _____