



GROUP MEETINGS AND TOURS AT ROTARY WORLD HEADQUARTERS

ONE ROTARY CENTER, 1560 SHERMAN AVENUE, EVANSTON, IL 60201-3698 USA

Rotary makes several meeting rooms at its world headquarters available to Rotarians, Rotary staff, and community groups at no charge. In addition, free 30-minute tours of One Rotary Center are available, in English, French, Japanese, Korean, Portuguese, and Spanish.

To schedule a tour or request a meeting room, please fill out and submit the form below to visitors@rotary.org at least 60 days before your desired date.

ROOM AVAILABILITY

If your proposed meeting will coincide with a meeting of the Rotary International Board of Directors or The Rotary Foundation Trustees, your group will require preapproval from Rotary's president or trustee chair. Dates of Board and Trustee meetings are listed at www.rotary.org/myrotary/en/board-and-trustees-meetings. We will confirm receipt of your request within three business days and will advise if a date change is necessary.

CATERING

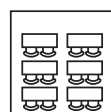
Arrange with cafe.international@rotary.org for meals, coffee breaks, and water service for your meeting. No outside food or beverages are permitted.

PARKING

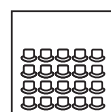
Metered parking and several parking garages are located near One Rotary Center. Find complete information on the City of Evanston's website. Rotary will assist with parking arrangement for buses and inform you about the fee, which is due when you arrive.

ROOMS

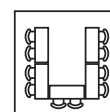
Seating capacity noted in various configurations.



Classroom



Theater



U-shape

		Classroom	Theater	U-shape
1st-floor Conference Room — Includes interpretation booths	1ABC	96	96	80
	1A	40	40	40
	1B	20	25	20
	1C	16	16	16
Lower-level Dining Room — Adjacent to Rotary's cafeteria		42	42	30
3rd-floor Auditorium — With a stage			186	
3rd-floor East Conference Room		12	24	14
3rd-floor Atrium — Open area outside the auditorium; audiovisual presentations are not effective in this space		60	70	45



GROUP MEETING AND TOUR REQUEST FORM

Send to visitors@rotary.org at least 60 days before your desired date.

Group name: _____ Total number in group: _____

Proposed meeting or tour date: _____ Arrival time: _____ Departure time: _____

Contact name: _____

Email: _____ Phone: _____

COMPLETE THE SECTION BELOW FOR GROUP MEETINGS ONLY

Room(s) requested: _____ From: _____ To: _____

Seating configuration: ☐ Classroom ☐ Theater ☐ U-shape
☐ Other (please describe) _____

AUDIOVISUAL EQUIPMENT (Please check all items you would like Rotary to provide)

- | | | | |
|---|--|---|---|
| ☐ Microphone(s); how many? _____ | ☐ Overhead projector | ☐ TV with VCR/DVD player | ☐ Projector screen |
| ☐ PowerPoint projector | ☐ Internet connection | ☐ Interpretation equipment | ☐ Laptop |
| ☐ Presentation mouse | ☐ Speaker phone | | |

Parking arrangements for buses: ☐ No ☐ Yes; number of buses: _____

(If yes, we will advise you about bus parking fees, which are due upon arrival.)

Please tell us about any special needs your group has:

Presentations by Rotary staff members can be arranged. Please indicate your group's specific topics of interest after checking the box by category:

- ☐ Club and District Support _____
- ☐ Fund Development _____
- ☐ Grants _____
- ☐ Membership _____
- ☐ Programs _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____