

PROGRAM 2024 INTERNATIONAL ASSEMBLY

WELCOME MESSAGE

Greetings to you all,

Welcome to the 2024 International Assembly. I am thrilled to have the opportunity to spend time with each of you.

The International Assembly is designed to provide you with the learning, information, and skills you will need for the upcoming Rotary year. We have an incredibly talented team of senior leaders, learning facilitators, speakers, and staff members on hand who look forward to sharing their knowledge and experience with you as you prepare for your exciting and "simply irresistible" journey.

As Rotary continues to implement our Action Plan, each of us has a responsibility to motivate Rotary members to increase our impact, expand our reach, enhance engagement among all our participants, and increase our ability to adapt. Remember that we are one Rotary: Rotary International, The Rotary Foundation, and the Secretariat, working together to support our members and increase the efficiency and reach of the entire organization.

I am delighted that we will be holding the assembly in person. We are committed to allowing everyone to experience Rotary's vibrant internationality as we celebrate our ideal of Service Above Self. Enjoy the International Assembly and all it offers; it will be one of your highlights in Rotary.

I wish you every success as you prepare to lead your district, and I look forward to working alongside you.

Stephanie A. Urchick

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President-elect

INTRODUCTION

This program book is your reference guide for the 2024 International Assembly. It includes information about events, procedures, logistics, and hotel services. Consult your personal schedule and invitations, included in your registration folder, for additional details.

Rotary volunteers and staff members will do everything possible to ensure that your time at the assembly is productive and that you have all the resources necessary to complete the learning activities.

SAFETY, HEALTH, AND EMERGENCIES

Identify the emergency exits closest to your hotel room, breakout session rooms, and the general session hall.

FIRE

- If a fire alarm sounds, listen carefully for instructions from hotel security.
- If you are advised to leave the building, immediately and calmly proceed to the nearest fire exit door.
- If you are in a breakout session room, the learning facilitator will direct you to the nearest exit door.
- · Do not use an elevator.
- · Do not gather personal belongings.

MEDICAL EMERGENCIES

- If a medical emergency arises when you are in a breakout session room or the general session hall, alert a Rotary staff member or a sergeant-at-arms, who will contact First Aid.
- If you are in your hotel room and not at an assembly activity, call the operator (dial 0) or hotel security (ext. 55).

NONEMERGENCY MEDICAL ASSISTANCE

 First Aid services are available in St. John's Registration Desk/Office, in the convention center connected to the hotel. The First Aid office (ext 15253) will be open from 08:00 to 24:00 each day from 6 to 11 January. It will be staffed by medical personnel and provide basic medical services.

COVID-19 PROCEDURES

If you have COVID-like or flulike symptoms or suspect that
you have another contagious illness, please isolate in your
room, take a self-administered test (tests will be available
at the Assembly Office, or you can use one you brought),
and report your results using the "COVID-19 Survey" QR
code on your personal schedule or on the sign outside the
Assembly Office. If you do not have a test available, and

are experiencing symptoms, please complete the survey to request a test to be delivered to you. PLEASE DO NOT GO TO THE FIRST AID OFFICE.

MEDICAL TRAVEL INSURANCE

Participants from outside of the U.S. — Travel medical insurance is provided by Rotary International. Information about travel insurance is available on the travel insurance identification (ID), provided to you when you registered.

To locate a medical facility, doctor's office, or to arrange for a tele health visit please contact AIG, travel insurance company at +1-877-244-6871 (within the U.S.) or +1-715-346-0859 (outside the U.S.).

This insurance will pay for doctor visits (in person or via tele health) if you have COVID-like symptoms; however, there is no coverage under this insurance for a COVID test alone, without a medical appointment.

Participants from the U.S. — Travel medical insurance is not provided. U.S.-based participants should check their personal health insurance policy for coverage when traveling to the assembly.

All participants are encouraged to review their health and personal travel insurance policies, particularly the benefits and services available while traveling.

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NOTE: All information was current at the time of publication but is subject to change.

PART 1

DAILY SCHEDULE, EVENTS, AND EXHIBITS

PROGRAM

Please mute your phone during general sessions and in breakout session rooms, and limit its use to assembly-related activities.

- The icon indicates that simultaneous interpretation is available in Chinese, English, French, Italian, Japanese, Korean, Portuguese, and Spanish.
- All program events will be held at the Rosen Shingle Creek hotel unless otherwise noted.
- Check the International Assembly guide in the Rotary Events mobile app for session details, including general session speakers.

SUNDAY, 7 JANUARY

09:00-18:00

Registration

Level 1, Panzacola East Foyer

18:00-19:30

Welcome Reception

Level 1. Gatlin Terrace (In case of inclement weather, Level 1, Gatlin C) Light dinner included

MONDAY, 8 JANUARY

07:00-08:30

Buffet Breakfast and Networking Time

Level 1, Gatlin C

08:50

Governors-elect and partners must be seated in Gatlin D/E.

09:00-10:00

Opening General Session: Our Year Ahead 🚨

Level 1, Gatlin D/E

Come together to discover President-elect Stephanie A. Urchick's presidential theme and get excited for what's to come. This is a tremendous opportunity to learn, connect, and celebrate, and we can't wait to get started.

10:00-10:30

Refreshment Break for Partners

Consult your personal schedule for the location.

10:00-10:45

Theme Bag Pick-up and Refreshment Break for Governors-elect

Consult your personal schedule for the location.

10:00-20:00

House of Friendship

Level 1, Gatlin B

10:30-11:45

Partner Roundtable Discussion: Sharing the Journey (Beginner/Advanced)

Level 1. Panzacola

10:45-12:00

Governor-elect Breakout: Advancing Our Action Plan

Consult your personal schedule for the location.

12:00-14:00

Buffet Lunch and Networking Time

Level 1, Gatlin C

12:15-14:00

President-elect's Photo Session and Luncheon

(by invitation)

Level 1, Gatlin A

14:05

Governors-elect and partners must be seated in Gatlin D/E.

14:15-15:15

General Session 2: Attract, Inspire, Involve

Level 1, Gatlin D/E

The club experience is the primary driver of member satisfaction in Rotary, so it's crucial that we understand what current and potential members want from their clubs. We have many ways to enhance our current members' experiences and show our value to prospective members. Explore how to keep our membership strong, vibrant, and growing.

15:15-15:45

Refreshment Break for All Participants

Consult your personal schedule for the location.

15:45-17:15

Governor-elect Breakout: The Club Experience

Consult your personal schedule for the location.

15:45-17:15

Partner Roundtable Discussion: Table Topics

Level 1, Panzacola

17:30-19:15

Buffet Dinner and Networking Time

Level 1. Gatlin C

TUESDAY, 9 JANUARY

07:00-08:30

Buffet Breakfast and Networking Time

Level 1, Gatlin C

08:50

Governors-elect and partners must be seated in Gatlin D/E.

09:00-10:00

General Session 3: Sharing Our Stories 2

Level 1, Gatlin D/E

How do we show the world who we are and what we do? In this session, inspirational speakers will discuss the importance of sharing the value of Rotary, explain why storytelling is key to strengthening our public image, and explore how The Four-Way Test is central to who we are as an organization.

10:00-10:30

Refreshment Break for All Participants

Consult your personal schedule for the location.

10:00-17:00

House of Friendship

Level 1, Gatlin B

10:30-12:00

Governor-elect Workshop: Sharing the Value of Rotary

Level 1, Panzacola G

10:30-11:45

Partner Breakout: Our Stories and Rotary

Consult your personal schedule for the location.

12:00-14:00

Buffet Lunch and Networking Time

Level 1, Gatlin C

12:15-14:00

President-elect's Photo Session and Luncheon

(by invitation)

Level 1, Gatlin A

14:05

Governors-elect and partners must be seated in Gatlin D/E.

14:15-15:15

General Session 4: A Place for Everyone

Level 1, Gatlin D/E

There's a place for everyone in Rotary. Join us as we delve into our commitment to diversity, equity, and inclusion and explore tangible ways to make Rotary a more inclusive — and stronger - organization.

15:15-15:45

Refreshment Break for All Participants

Consult your personal schedule for the location.

15:45-17:15

Governor-elect Breakout: Everyone Belongs

Consult your personal schedule for the location.

15:45-16:45

Partner General Session: Rotary Your Way

Level 1, Gatlin D/E

All Rotary partners have something to contribute and something to gain. Leaders who have already navigated this role will share ways to make Rotary work for you, inspiring you for the year to come and welcoming you into the Rotary family.

18:30-20:30

Dinner and Dance Party

Level 1. Gatlin C

18:30-21:00

Arch Klumph Society Ceremony and Celebratory Dinner (by invitation)

Level 1. Conway

WEDNESDAY, 10 JANUARY

07:00-08:30

Buffet Breakfast and Networking Time

Level 1, Gatlin C

08:50

Governors-elect and partners must be seated in Gatlin D/E.

09:00-10:00

General Session 5: The Power of Our Foundation

Level 1, Gatlin D/E

Learn how The Rotary Foundation provides our members with opportunities to make a tangible, lasting difference in their communities, around the world, and in themselves. Our Foundation, working with our partners, advances our areas of focus and transforms our dreams into realities for all.

10:00-10:30

Refreshment Break for All Participants

Consult your personal schedule for the location.

10:00-19:00

House of Friendship

Level 1, Gatlin B

10:30-12:00

Governor-elect Breakout: Doing Good in the World

Consult your personal schedule for the location.

10:30-12:00

Partner Roundtable Discussion: Our Foundation

Level 1. Panzacola

12:00-14:00

Buffet Lunch and Networking Time

Level 1, Gatlin C

12:15-14:00

President-elect's Photo Session and Luncheon

(by invitation)

Level 1, Gatlin A

14:05

Governors-elect and partners must be seated in Gatlin D/E.

14:15-15:15

General Session 6: Healing a Divided World 🏖

Level 1, Gatlin D/E

Peace is central to all of the work we do. Learn how you can engage with peacebuilding efforts, how partnerships can increase our impact, and how we can use the principles of The Four-Way Test to heal a divided world.

15:15-15:45

Refreshment Break for All Participants

Consult your personal schedule for the location.

15:45-17:15

Governor-elect Breakout: The Impact of Our Service

Consult your personal schedule for the location.

15:45-17:15

Cultural Exchange Set-up Time for Partners

Level 1, Gatlin Foyer

17:30-21:00

Night of Culture

17:30-19:00

Cultural Exchange Exhibit

Level 1, Gatlin Foyer

19:00-19:30

Cultural Exchange Cleanup

Level 1. Gatlin Fover

19:00-21:00

Foods of the World Reception and Dinner

Level 1. Gatlin Terrace

(In case of inclement weather, Level 1, Gatlin C)

THURSDAY, 11 JANUARY

07:00-08:30

Buffet Breakfast and Networking Time

Level 1, Gatlin C

08:00-14:00

House of Friendship

Level 1, Gatlin B

08:50

Governors-elect and partners must be seated in Gatlin D/E.

09:00-10:00

General Session 7: Creating Lasting Change

Level 1, Gatlin D/E

Change is a constant, and continuous improvement is vital to our success. Hear from captivating speakers as they highlight the importance of fostering a culture of innovation, share strategies for resolving conflict within Rotary, and celebrate your role as a champion of Rotary's Action Plan.

10:00-10:30

Refreshment Break for All Participants

Consult your personal schedule for the location.

10:30-12:00

Governor-elect Breakout: Regional Support From CDS

Consult your personal schedule for the location.

10:30-12:00

Partner Roundtable Discussion: From Assembly to Action

Level 1, Panzacola

12:00-14:00

Buffet Lunch and Networking Time

Level 1. Gatlin C

12:15-14:00

President-elect's Photo Session and Luncheon

(by invitation)

Level 1. Gatlin A

14:15-15:30

Governor-elect Breakout: Leading Change

Consult your personal schedule for the location.

14:15-15:30

Partner Farewell Celebration

Level 1, Gatlin Terrace and Gatlin Fover (In case of inclement weather, Level 1, Panzacola)

15:30-16:00

Refreshment Break for Governors-elect

Consult your personal schedule for the location.

16:00-17:15

Governor-elect Breakout: Our Year Ahead

Consult your personal schedule for the location.

18:30-21:00

Closing Session and Banquet: Continuity in Leadership 🏖

Level 1, Gatlin D/E

In our final general session, you'll hear closing remarks from Rotary leaders, look to the year ahead and beyond, and celebrate what we've accomplished at this year's assembly. We are sincerely grateful that you've been able to join us.

FRIDAY, 12 JANUARY

DEPARTURES

SESSIONS AND EVENTS

GENERAL SESSIONS

Level 1, Gatlin D/E

Attendance is mandatory, and governors-elect and partners must be in their seats 10 minutes before each general session begins. Sergeants-at-arms and staff members will be available to help participants find seating and fill all available seats.

The ballroom will open 30 minutes before the start of each session.

General sessions are conducted primarily in English.

All attendees will need a simultaneous interpretation receiver. The SI channels are Chinese, English, French, Italian, Japanese, Korean, Portuguese, and Spanish.

To improve signal transmission for the simultaneous interpretation receivers, attendees are asked to enter and exit the hall only through the back of the ballroom.

DISTRICT GOVERNOR-FLECT BREAKOUT SESSIONS

Various locations (see personal schedule)

Learning facilitators guide discussions among governorselect so participants can exchange ideas and learn from one another's experiences. The learning facilitator's role is to lead the conversation but not to act as an instructor. Breakouts also focus on practical skills that will help participants in their year as governor.

PARTNER PROGRAM

In addition to attending all general sessions with governorselect, partners participate in a program specially designed to increase their understanding of Rotary while providing a dedicated opportunity to plan for the year ahead. The content is complementary to the program for governors-elect. Full program participation is mandatory for all partners who accompany governors-elect to the assembly. Room assignments are listed on personal schedules.

PRESIDENT-FLECT'S PHOTO SESSION AND LUNCHEON

Level 1, Gatlin A

Governors-elect and their partners are invited to a designated luncheon with RI President-elect Stephanie. Each governorelect and partner will get an opportunity to have an official photo taken with her. Governors-elect and partners may want to wear their theme items for the photo. Please refer to your personal schedule for your meal assignment. Luncheons are scheduled with sufficient time to transition from breakout session rooms. Please do not leave your breakout session early.

Photos will be available for free download two days after your photo session. Instructions on how to retrieve your photos are included in your registration folder.

In the interest of time and fairness, the official photographers are not available to take private photos for individuals or groups. Attendees are asked not to bring personal cameras to the photo sessions.

WELCOME RECEPTION

Level 1, Gatlin Terrace (In case of inclement weather, Level 1, Gatlin C)

RI President-elect Stephanie welcomes all participants to the International Assembly with a reception and light dinner on Sunday evening, 7 January. Attire for this event is business casual.

DINNER AND DANCE PARTY

Level 1. Gatlin C

Join RI President-elect Stephanie for an enjoyable evening of dinner and dancing on Tuesday, 9 January. A suit and tie, cocktail dress, or formal national attire is appropriate for this event.

NIGHT OF CULTURE

Level 1, Gatlin Foyer Exhibits and Food From Around the World

On Wednesday evening, 10 January, governors-elect and partners are encouraged to wear national or regional dress to meet and network with other participants at an interactive display of cultures within Rotary. Get to know one another and share your cultures and customs at this fun event before proceeding to the Foods of the World Reception and Dinner.

HOUSE OF FRIENDSHIP

INTERNATIONAL CONVENTIONS

CALGARY, 2025

Get excited for the 2025 Rotary International Convention in Calgary, Canada! Stop by the Host Organization Committee booth to get a big Calgarian welcome from our HOC members. learn about this scenic big city with a small-town feel, and collect some fun surprises. Don't forget to pledge your attendance goal using the survey on the back of the postcards in your folder. Come to the booth, and we'll be happy to help vou.

SINGAPORE, 2024

The 2024 Rotary International Convention will be held in Singapore, where Rotary members, families, and friends will gather to connect with one another, discuss projects, learn about new opportunities, and celebrate. Be sure to visit the 2024 convention booth to meet members of Singapore's Host Organization Committee, who will give you a warm welcome and tell you everything you want to know about this beautiful, thriving, modern Garden City.

CLUB AND DISTRICT SUPPORT HUB

Meet here for your prearranged appointments with Club and District Support (CDS) team members, who can answer your questions and provide expert guidance specific to your region. Topics include governor responsibilities; governor funding; development of new clubs; member experience; conflict resolution; diversity, equity, and inclusion; adult harassment policies; and resources for club and district leaders. If you haven't arranged an appointment, you can still come to the CDS Hub and scan the QR code with your phone to schedule your meeting. The hub is located immediately inside the House of Friendship.

ROTARY RESOURCE CENTER

Want to ensure members have the best possible club experience? Visit the Rotary Resource Center in the House of Friendship to meet with Rotary staff members, learn best practices, and find resources to help you make a difference.

THEME MATERIALS

On Monday, 8 January, governors-elect will receive complimentary 2024-25 presidential theme bags, with official theme ties and scarves, in recognition of their service to Rotary and their commitment to serve as district governors.

At the Rotary Resource Center, additional theme ties and scarves will be available in recognition of a US\$150 Annual Fund donation per item to The Rotary Foundation. The official theme tie and scarf are not for sale, and copying is prohibited. Rotary appreciates your support in protecting the integrity of the presidential theme and the tie and scarf for the benefit of members worldwide.

END POLIO NOW

Learn about Rotary's participation in the Global Polio Eradication Initiative, find out how you can help, and pledge 2024-25 District Designated Funds to PolioPlus.

SERVICE AND NETWORKING

Take action and engage with Rotary's global community. Learn more about programs and resources available to help clubs, districts, members, and participants connect with one another and make an impact.

ROTARY BRAND

Learn how you can help clubs enhance our public image, use correct and consistent branding, and leverage Rotary resources.

MARKETPLACE

LICENSED MERCHANDISE

Official licensed vendors from around the world are exhibiting in the House of Friendship to offer a variety of Rotary-licensed goods for sale, including pins, badges, jewelry, clothing, and gift items. Visit the licensed vendor booths to shop for 2024-25 presidential theme merchandise to wear and share during your year as district governor. Wear Rotary!

SIMULTANEOUS INTERPRETATION RECEIVERS

The icon indicates that simultaneous interpretation will be provided during the event.

General sessions will be conducted primarily in English.

All attendees will need a simultaneous interpretation receiver. The SI channels are Chinese, English, French, Italian, Japanese, Korean, Portuguese, and Spanish. The channel number for each language will be displayed at the beginning of each general session.

You can pick up your receiver at registration on Sunday, 7 January, 09:00-18:00.

If you need assistance with your radio receiver, visit either of the two SI Radio Help Desks (Level 1, Gatlin 2 Registration Desk, or Level 2, St. John's Registration Desk) during the following times:

Monday, 8 January	08:00-17:30
Tuesday, 9 January	08:00-17:30
Wednesday, 10 January	08:00-18:00
Thursday, 11 January	08:00-21:30

When using your receiver, make sure the earpieces are properly fitted so that the sound does not disturb your neighbors, and turn receivers off at the end of each session.

All receivers must be returned at the end of the assembly, immediately after the Closing Banquet.

PART 2 GENERAL INFORMATION

LODGING AND MEALS

ROSEN SHINGLE CREEK

All events and activities of the 2024 International Assembly will be held at the Rosen Shingle Creek hotel unless otherwise noted.

Rosen Shingle Creek 9939 Universal Boulevard Orlando, FL 32819 USA Phone: +1-407-996-9939

Fax: +1-407-996-9935 rosenshinglecreek.com

Rotary International assigns specific room types to officers during the International Assembly.

MFAIS

Breakfast, lunch, and dinner are served daily, beginning with a light dinner at the Welcome Reception on Sunday, 7 January, and ending with dinner on Thursday, 11 January. Meals will be served on Level 1, Gatlin C, unless otherwise noted in the program.

Those participating in the meal plan must present their name badges for entry; attendees who do not have their badges will not be permitted into the dining area. Consult the daily program for meal times.

All meals for governors-elect, partners, and other official paid participants are covered by RI, including invitation-only and ticketed events. Credit cannot be given for missed meals, meals purchased outside the hotel, or meals eaten at other restaurants in the hotel during the assembly.

Tickets, which are included in your registration folder, are required for entrance to the President-elect's Photo Session and Luncheon, Dinner and Dance Party, and Closing Session and Banquet.

Refreshments will be served between sessions at designated times and locations. We ask that you refrain from bringing any of these beverages into the breakout session rooms. Consult your personal schedule for the location of your refreshment breaks.

Please note: Consumption of alcohol is prohibited for anyone under age 21 per United States law.

GRATUITIES

RI pays gratuities (tips) for servers in the dining room and other banquet staff members. RI also pays gratuities for members of the bell staff who carry attendees' luggage on Saturday and Sunday, 6-7 January, and on Friday, 12 January. Individual participants may tip for housekeeping and other personal hotel services at their own expense.

FXPENSES AND REIMBURSEMENTS

Expenses cannot be submitted until after the event has concluded. See the Participant Booklet for details and eligible expenses.

If you have any questions or concerns, please visit the Rotary Accounting, Housing, and Transportation Office in Hospitality Suite 1501, Lower Level.

DISTRICT GOVERNORS-ELECT

Governors-elect will submit expense reports to their **district** finance chair using the reimbursement process for district governor funding. If you have questions or concerns, please consult your CDS representatives.

Any reimbursements for approved local airfare purchases must be submitted separately through the online expense reporting system by 11 March 2024. If you have any questions or concerns about reimbursement for approved local airfare, please visit the Rotary Accounting, Housing, and Transportation Office in Hospitality Suite 1501, Lower Level.

OTHER ROTARY-FUNDED PARTICIPANTS

Rotary-funded participants who are not district governorselect, such as learning facilitators, will submit expenses through our online expense reporting system. These expense reports are due 11 March 2024. Learn more and access the system at my.rotary.org/en/manage/travel-expenses/ expenses.

PROTOCOL AND PROCEDURES

ATTENDANCE

Governors-elect and their partners are required to attend all official events scheduled during the assembly. Attendance will be taken. Other activities, events, and exhibits are closed during general sessions, breakout sessions, and other mandatory meetings. You can find your room assignments on your personal schedule, which is included in your registration folder. The first mandatory event for governors-elect and their partners is the opening general session on Monday, 8 January.

If a participant does not attend required events, RI will seek reimbursement of the costs associated with attendance directly from that individual.

BADGES

Every participant receives a name badge that is required for admission to all assembly events, including meals. After Sunday, badge corrections will be available in the Assembly Office, Level 1, Gatlin 1 Registration Desk.

Badges are color-coded to indicate your registration category. The main colors are:

- Blue Governors-elect
- Gold Governor-elect partners
- · Purple Rotary senior leaders, learning facilitators, and their partners
- · Turquoise Speakers and other participants
- Slate Sergeants-at-arms and staff members

DRESS CODE

During the working part of the day, the appropriate dress for participants is business casual, according to the customs of your country. The workday includes all general sessions and breakout sessions.

For the Dinner and Dance Party on Tuesday, 9 January, a suit and tie, cocktail dress, or formal national attire is appropriate.

You are encouraged to wear your national attire for the Night of Culture on Wednesday, 10 January. For those who don't wear national attire, business casual dress is appropriate.

The Closing Banquet on Thursday, 11 January, is black-tie optional. A suit and tie, cocktail dress, or formal national attire is appropriate.

PROFESSIONAL CODE OF CONDUCT

Rotary is committed to maintaining an environment that promotes courtesy, dignity, and respect. The spirit of collegiality brings out the best in us, which contributes directly to our overall success. Attendees, volunteers, exhibitors, vendors, and other participants are expected to conduct themselves in a professional and cooperative manner and in compliance with the RI Programs Code of Conduct in all interactions, including with Rotary staff members.

Rotary takes allegations of code-of-conduct violations seriously. Those who believe their rights have been violated are strongly encouraged to report the incidents to the Rotary management team. Code-of-conduct violations may result in revocation of an attendee's registration credentials; confiscation of badges or access credentials of any individual, exhibitor, vendor, or company; removal of an individual, exhibitor, entity, or company from the buildings or grounds of the assembly; and forbidding entrance to the buildings or grounds of the assembly to an individual, exhibitor, entity, or company without any refund of any fees, expenses, or costs, as well as prohibition of attendance or exhibition at future Rotary meetings.

PROHIBITION OF SOLICITATION AND HANDOUTS

Rotary prohibits unofficial solicitations for funds. Likewise, the display or distribution of any promotional materials in the general session hall or elsewhere without prior written approval of the assembly moderator is strictly prohibited.

All unauthorized materials will be confiscated and removed by sergeants-at-arms.

OTHER INFORMATION

LOST AND FOUND

Report any missing items to the Sergeants-at-Arms Office, Level 2, St. John's Registration. Likewise, any items that are found should be given to a sergeant-at-arms or turned in at the Sergeants-at-Arms Office. At the conclusion of the International Assembly, all unclaimed lost items will be turned over to hotel security.

PRIVACY POLICY

Your privacy is important to Rotary, and the personal data you share with Rotary will only be used for official Rotary business. This means that your personal data will be used to enable

your attendance and participation during the International Assembly and to facilitate your assembly experience (for example, we may share your personal data to print name badges). Personal data that you provide when registering or during the assembly may be transferred to service providers and vendors that support assembly-related activities (for example, the hotel and transportation vendors) and health and safety protocols.

RECORDING RELEASE

By attending, participating in, exhibiting at, or visiting the International Assembly, including any official and affiliated events and activities, attendees, participants, visitors, speakers, performers, contractors, and exhibitors ("you") consent to being recorded by any means, including still photography, interviews, and audio and video recording ("recordings"). Rotary may use the recordings and your personal information, including on its website, in its print and electronic publications, and on communications platforms and social media, for promotional and marketing purposes. Rotary also retains the recordings for historical and research purposes. You grant Rotary International and The Rotary Foundation a perpetual, worldwide, royalty-free right to use, copy, display, modify, distribute, publish, reproduce, transmit, broadcast, stream, webcast, publicly perform, translate, transcribe, adapt, create derivative works of, and license the recordings and your name, voice, statements, image, likeness, and personal information for promotional, marketing, and educational purposes without Rotary International or The Rotary Foundation incurring debts or liabilities of any kind.

If you post or share content or chat with RI or other attendees ("content") in the Rotary Events mobile app or other software used for the assembly, you give RI the right to use, copy, display, modify, distribute, transmit, webcast, publish, translate, adapt, and license the content in any medium, form, or technology now existing or later developed or discovered.

RISK OF IN-PERSON ATTENDANCE

You acknowledge that participation at the in-person International Assembly is voluntary and there is an inherent risk of exposure to viruses and communicable diseases where people are present, and you assume such risk by attending the assembly. You agree to abide by all policies and procedures set forth by Rotary International, as well as all local, state, and federal laws, rules, and regulations, including but not limited to orders to practice social distancing and wear a face covering.

SPEECHES, VISUALS, AND MUSIC

Event images, videos, and transcripts of select speeches will be available for download at rotary.org/ia2024.

Because of copyright laws and budgetary constraints, RI is unable to grant use of the visuals and music used during the International Assembly.

DEPARTURE PROCEDURES

The procedures for flight confirmation, hotel check-out, luggage pull, and the airport shuttle service are designed to streamline your check-out and departure. Note that only the RI president-elect may approve the departure of any participant before the end of the Closing Banquet (at 21:00 on Thursday, 11 January). Please write to presidential.services@rotary.org if you need to leave early.

FLIGHT CONFIRMATION

Rotary International Travel Services will automatically reconfirm all flights booked by its travel agencies. You can check in for your flight and get boarding passes through the airline website. If you need assistance, please make an appointment to visit the Travel Services Office, Lower Level, Hospitality Suite 1400.

HOTEL CHECK-OUT

Hotel check-out time is 11:00. Late check-out may be available for a fee. Contact the front desk directly to inquire. RI will not reimburse additional fees for late departures.

LUGGAGE PULL

Because so many International Assembly participants are departing on Friday, 12 January, Rotary and the Rosen Shingle Creek hotel are offering luggage pickup options on Thursday evening. This will make the process more efficient and reduce potential delays as you leave Friday.

Participants can select from two scheduled luggage pulls: one during the Closing Session and Banquet (dinner pull) and one after the banquet concludes (late pull).

The luggage will be placed in a secured area and sorted by floor in the Transportation Lobby. All luggage must be collected from the luggage storage area by 12:00 on 12 January. Neither Rotary nor the hotel is responsible for luggage collected from rooms and left in the storage area after that time.

If you want to participate in either luggage pull on the evening of Thursday, 11 January, please follow the instructions in your registration packet or in the International Assembly guide on Rotary Events mobile app.

Note: If you don't want to participate in the Thursday evening luggage pickup, you may call the hotel's bell desk for assistance with your luggage. If your request is received while the luggage pickup is in process, however, you may experience a delay in service.

AIRPORT SHUTTLE SERVICE

Complimentary shuttle service between the hotel and Orlando International Airport (MCO) is available during major departure on Friday, 12 January. RI pays gratuities to transportation staff members, so tipping is not necessary.

Departure shuttle service will be offered on Friday, 12 January, beginning at 04:00. Shuttles will run every 30 minutes, on the hour and half-hour. The last scheduled departure from the hotel is 12:00. All shuttles will depart from the Transportation Lobby.

If you need to travel to the airport on a different schedule, you will need to arrange your own transportation. Several local shuttle services and taxis are available.

If you use a scooter or wheelchair and require accessible transportation, RI will contact you directly. Write to ri.registration@rotary.org if you have any questions about this service.

Allow 30 minutes to travel from the hotel to Orlando International Airport.

PART 3

RFFFRFNCF

APPENDIX 1: OFFICE PHONE NUMBERS, **LOCATIONS, AND HOURS**

ASSEMBLY OFFICE

Ext. 15251

Level 1, Gatlin 1 Registration Desk/Office

08:00-18:30 Sunday, 7 January 07:45-18:00 Monday, 8 January 08:00-18:00 Tuesday-Thursday, 9-11 January 08:00-11:00 Friday, 12 January

FIRST AID

Ext. 15253 Level 2, St. John's Registration Desk/Office

Hours:

08:00-24:00 Saturday, 6 January 07:00-24:00 Sunday-Thursday, 7-11 January 06:00-12:00 Friday, 12 January

GENERAL SECRETARY

Lower Level, Hospitality Suite 1701 General Secretary John Hewko

ROTARY ACCOUNTING, HOUSING, AND TRANSPORTATION

Lower Level, Hospitality Suite 1501

Hours:

08:00-18:00 Sunday-Thursday, 7-11 January

ROTARY SENIOR LEADER OFFICES

Lower Level, Hospitality Suite 1601

- · President R. Gordon R. McInally and Aide to the RI President Michael Colasurdo Sr.
- President-elect Stephanie A. Urchick and Aide to the RI President-elect Thomas A. Gump
- · President-nominee Mário César Martins de Camargo and Aide to the RI President-nominee Susan "Suzi" C. Howe
- · Trustee Chair Barry Rassin
- Trustee Chair-elect Mark Daniel Maloney
- · Board and Trustee Support

SFRGFANTS-AT-ARMS

Ext. 15253

Level 2, St. John's Registration Desk/Office

Timothy Lee is the chief sergeant-at-arms.

Note: The Sergeants-at-Arms Office also keeps information on lost and found items. Report any items lost or found during the assembly to a sergeant-at-arms.

TRAVEL SERVICES

Ext. 2221400

Lower Level, Hospitality Suite 1400

Hours:

08:00-18:00 Tuesday-Thursday, 9-11 January, by appointment

Rotary International Travel Service (RITS®) agents make all travel arrangements for assembly participants. If you need to adjust your travel itinerary, you must do so with a RITS agent.

APPENDIX 2: MAPS

ROSEN SHINGLE CREEK







