



Wellness Wednesday meets on the fourth Wednesday of the month January – October for one hour, starting at 10:00 a.m. The meetings take place in the Grossmont Healthcare District Conference Center, across the courtyard from the Health & Wellness Library.

A health topic is chosen in advance. The Head Librarian facilitates the meetings or arranges for a speaker. When a speaker is making a presentation, the following guidelines apply:

1. **Overview:** The Head Librarian will introduce the speaker to the group. The speaker will have about 45-50 minutes to present the chosen topic. The remaining time will be open to questions and discussion.

2. **Non-Solicitation:** The Library is operated by the Grossmont Healthcare District, a public agency, and cannot endorse any for-profit business. Solicitations for the sale of products or services, or requests for charitable donations, may not be made by any speaker.

3. **Disclaimer:** The speaker must begin their presentation with the following statement read aloud to the audience (this disclaimer will also be visibly posted before the presentation begins):

The Grossmont Healthcare District and GHD's Health & Wellness Library provide public access to a wide range of health and medical information and should not be considered a substitute for professional medical advice. The content presented herein is not meant to be complete or exhaustive, or to be applicable to any specific individual's medical condition. Always seek the advice of your own medical and/or mental health provider concerning specific questions, or to obtain medical advice.

4. **Publicity:** The Library reserves the right to produce all flyers and publicity about Wellness Wednesday and will request information from the speaker on the topic to be presented, as well as their professional biography for this purpose. Upon request, the Library will provide a digital file of the flyer for display or distribution by the speaker.

5. **Handouts:** If the speaker has handouts to provide the attendees, there should be no advertisements of his or her products or business printed on the handouts. However, the speaker may include his or her name, business address, and contact information on the handouts. After the meeting, the attendees may request additional information on an



individual basis. The Library shall not be responsible for producing or reproducing handouts for the speaker.

6. Technology/Equipment: Wireless Internet access, a laptop, assisted hearing devices, and projection equipment and screen are available in the Conference Center. The speaker may bring a PowerPoint presentation on a USB drive. It is recommended that all speakers utilize microphones for the benefit of those in attendance.

Printed Name and Signature of Speaker (indicating acceptance of above guidelines)

Date of Presentation

Topic of Discussion