



Got a Message? Speak At A Chamber Event

# NETWORKING EVENT SPEAKING INTEREST FORM

We are very excited to offer several speaking opportunities and events in the annual calendar. Thank you for expressing interest in speaking. We appreciate you taking the time to fill out this form so that our staff may better promote and prepare for your event. This information will be shared with committees and staff members. Please send this form to the Novato Chamber of Commerce, C/O Christina Niles when it is completed.

## Section 1 – Contact Information

Name (last, first) \_\_\_\_\_ Date \_\_\_\_\_

Business / Organization Name \_\_\_\_\_

Speaker's Title / Role \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Which of the following speaking opportunities interests you?

- Business Events Luncheon
- Women in Business
- Noontime Networking
- Wednesday Ideas & Networking

Are you or your organization currently a member of the Novato Chamber of Commerce?  Yes; who isn't?!  No, not yet ☺

Have you conducted a presentation with the Novato Chamber of Commerce in the past?  Yes.  No, not yet ☺





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## Section 2- Necessary Tools / Room Information

Utilize this portion of the application to let us know if there is anything that your particular presentation may require. This information helps us understand that Audio-Visual needs of your presentation and ensures that the activities run smoothly as planned.

Which of the following pieces of AV equipment does your presentation require?

- Sound / Speakers       Microphone       Projector       Internet Connection
- Other (please Specify) \_\_\_\_\_

Does your presentation require a special room / audience layout for optimal delivery?

- Tables       Lecture Seating       Group Seating
- Other (please Specify) \_\_\_\_\_

## Section 3 - Presentation Information

Please use the portion below to tell us a little something more about your proposed presentation. This information is critical for the Chamber to properly market and announce this event. Please feel free to attach a separate document if necessary.

Who Would Most Benefit from Your Presentation

*i.e business owners, nonprofits, sales teams etc.*

What can attendees expect to gain from presentation?

*i.e sales skills, knowledge, industry insight, etc.*

What makes you qualified to give this presentation?

*i.e training, experience, company reputation, etc.*

How long is your presentation?



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## Section 4 – Presentation Overview

*Last Section, we promise. Please take the time to give us a quick rundown of your presentation. Tell us how it stands apart from other presentations in similar fields. Again, please feel free to attach other documents to this form if you require more space. Please submit this completed form to the Novato Chamber of Commerce, c/o Christina Niles (contact info on footer)*

