

# *Presenter Guide*

Thank you for your interest in presenting at a Women in Leadership & Learning (WILL) luncheon. The mission of WILL is to:

*Empower women to build community across professions  
through education and networking opportunities.*

WILL was created to give women within Brookings and surrounding communities a gathering opportunity that is uniquely their own – a place to network and connect as well as to learn and engage.

## *What We Want from Our Speakers:*

- Presentation topics that provide learning opportunities through:
  - A speaker's professional experiences and/or personal experiences
- Tangible take-aways, ideas, and lessons that provide growth opportunities
- Engagement with the audience; potentially including short workshoping during the presentation

## *Luncheon Details:*

- SCHEDULE:
  - Networking / Lunch: 11:30am-11:50am
  - Introduction of Sponsor: 11:50am (sponsor gives 2-minute commercial)
  - Introduction of Speaker: 12:00pm
- Speaker should arrive 20-30 minutes early;
- Speaker will have 40-45 minutes for presentation and questions
- Speaker will have access to lunch prior or after speaking (request upon arrival)

## *Budget:*

Our goal is to offer an affordable luncheon to attract a variety of women from Brookings and surrounding communities – from working professionals to stay-at-home-parents to entrepreneurs to young professional to retirees.

# Request for Proposal

Please complete the following info and attach your most recent bio. Return to [will@brookingschamber.org](mailto:will@brookingschamber.org). The committee may follow up with additional questions prior to selection. DEADLINE: May 15, 2019

**2019-2020 Schedule:** Check all dates that work with your schedule.

  
  


**NOVEMBER 13**  
**FEBRUARY 12**  
**MARCH 11**

  


**APRIL 8**  
**MAY 13**

**Interested in speaking at our one-day Summit event in early 2020?** YES / NO / MAYBE

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City / State / Zip:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Website URL:** \_\_\_\_\_

*We appreciate hearing from you! If you'd like, send a short introduction video to [will@brookingschamber.org](mailto:will@brookingschamber.org)!*

**Presentation Topic:** Provide a brief description of your speaking topic. Our attendees are craving new, interesting, creative topics! Describe your presentation style. Attach additional document(s) as needed including potential outline, schedule, takeaways, etc.

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**How does your topic relate to the overall mission of WILL?**

Empower women to build community across professions through education and networking opportunities.

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**In five words or less, describe your main takeaway:** \_\_\_\_\_

**How will you engage with WILL luncheon attendees?**

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**What do you want WILL luncheon attendees to be feeling, thinking and doing differently after they leave your talk?**

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**Do you have handouts or materials for WILL luncheon attendees? YES / NO**

**Are you planning to customize materials for WILL luncheon attendees?**

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*Presenter Guide & Request for Proposal*

**In one word, describe yourself as a speaker.** \_\_\_\_\_

**Rank your presentation skill level:** BEGINNER / INTERMEDIATE / EXPERT

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Have you given this presentation to a public audience before?** YES / NO

**Approximately how many times have you spoken on this topic?:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Are you considered an expert/specialist on your topic or just have a general interest?**

**EXPERT / GENERAL INTEREST** **Comments:** \_\_\_\_\_

\_\_\_\_\_

**Of the following, how would you categorize your presentation? (may select multiple)**

- TIME MANAGEMENT
- COMMUNITY INVOLVEMENT
- TEAM BUILDING
- FINANCIAL PLANNING
- CUSTOMER SERVICE
- NETWORKING TIPS
- OFFICE ETIQUETTE
- CAREER DEVELOPMENT

- WOMEN IN THE WORKPLACE
- CONFLICT MANAGEMENT
- INSPIRING / FEEL GOOD
- MANAGING STRESS
- WORK / LIFE BALANCE
- CARING FOR YOURSELF
- COMMUNICATION DEVELOPMENT

**Fees:** Indicate your speaking fees. If you are including mileage or other expenses, please indicate why.

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**References:** Provide three references, including professional and/or personal.

**Reference Name #1:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Association:** \_\_\_\_\_

**Reference Name #2:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Association:** \_\_\_\_\_

**Reference Name #3:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Association:** \_\_\_\_\_

**Is there anything you can do to help us increase attendance?**

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*Thank You!*