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A company of The Greater Peoria Business Alliance

Tips and Facts for Presenting a Peoria Area Chamber of Commerce Educational Seminar

1. Contact Chelsea Bouppha, Director of Membership Engagement, with a topic at least 1 month prior to presentation date. Can request to reserve a date earlier.
2. We request that you are a member of our Chamber.
3. Presentation time recommended being 60 minutes long plus time for Q & A (Ex: 90 min total, can be less).
4. Chamber staff will reserve the location unless a location is requested by the presenter.
5. Presentation must be educational, not a sales pitch.
6. Presenter to provide description and logo for marketing materials at least 1 month prior.
7. Presenter may provide materials to attendees at the seminar (brochures, presentation materials, business cards, etc.)
8. Chamber preference for dates and time is the 1st Tuesday of the month in the morning.
9. Presenter will be provided with an update on number of attendees 1 week prior to the event and again 2 business days prior.
10. Presenter will be provided with the list of attendee's names and their companies the day before the event.
11. Chamber will send out a survey after the seminar to receive feedback. Feedback can be shared with the presenter if preferred.
12. If you choose to cancel, please do so at least 1 week prior.

**Contact Chelsea Bouppha at 309-495-5923 or
cbouppha@peoriachamber.org**