

PRESENTER APPLICATION

BUSINESS EDUCATION COMMITTEE MISSION

To establish the vision and coordinate the delivery of a dynamic series of continuing educational workshops to Chamber members and the community for practical application in growth and success of their business.

WORKSHOP DETAILS

The Chamber's Business Education Series workshops take place on the second and fourth Wednesday of each month and 60 minutes in length (including speaker intro, presentation and Q&A). The audience is comprised of Chamber members and prospective members representing businesses of all sizes and industries, including non-profits.

All presentations must have a practical and educational application to enhance the growth and success of businesses. Submission of a workshop application is not a guaranteed acceptance. A task force of the Chamber's Business Education Committee will review applications and select the speakers and topics on a quarterly basis.

To formally apply to be a Business Education Series presenter, please return this application along with any supporting documentation to Carrie Pulliam at carriep@restonchamber.org. Incomplete proposals will be returned. Your business must be a Chamber member in good standing to be considered. Please note that application review process may take up to eight weeks.

PRESENTER INFORMATION

Lead Presenter Information

Name _____

Title _____ Company Name _____

Street Address _____ City _____

Email _____

Work Phone _____ Mobile Phone _____

Social Media Handles: _____

Facebook: _____ LinkedIn: _____ Twitter: _____

Co-Presenter Information **If no co-presenter, please provide the name of a backup should you be unable to attend.**

Name _____

Title _____ Company Name _____

Street Address _____

City _____ State _____ Zip _____

Email _____

Work Phone _____ Mobile Phone _____

WORKSHOP INFORMATION

Proposed Title _____

Short description to use for event registration page: _____

(Attach additional sheet if necessary.)

What are the main points your presentation will cover? _____

What objectives/skills will participants learn from your presentation? _____

Who is your target audience? _____

If applicable, describe individual and/or group exercises that may be used. _____

How will you promote this seminar? On my website Email marketing Social media Printed materials
 Outreach to personal contacts Other _____

Does your presentation offer any CE credits? If yes, what type of credits and how many? _____

Have you given this presentation before? No Yes; when and where? _____

REFERENCES

Please include two professional references, one who can attest to your ability to give an effective presentation and another who can attest to your subject matter expertise.

Name _____

Company Name _____

Phone _____ Email _____

Name _____

Company Name _____

Phone _____ Email _____

PRESENTATION RESOURCES AVAILABLE FROM THE CHAMBER

Virtual Meeting Platform Smart TV with connection ability

Please note that presenters must bring their own computers and any other necessary presentation tools.

REQUIRED ATTACHMENTS

Brief Biography/Headshot Presentation slides

PRESENTER AGREEMENT

- The Chamber will market the workshop via emails to membership, its website and social media outlets.
- The Chamber reserves the right to change, cancel or add sessions based on registration numbers or other factors.
- The Chamber will offer one table to display handouts, brochures or other materials and can provide a list of attendees upon request.
- I am required to market outside of the Chamber using any or all of the above-mentioned tools.
- I am an experienced speaker and am confident in my ability to present my proposed topic.
- I understand that no more than 5 minutes of my presentation time will be spent promoting my company's products or services.
- I will provide the Chamber with any handouts for them to print by the Friday before my workshop.
- I understand that I am required to have a qualified back-up presenter in the event that I cannot attend.
- I will provide my presentation slides before a date can be confirmed for the workshop.
- There will be a \$150 cancellation fee for any workshop canceled by the presenter within 1 week of the event.

I agree to the above items and I have reviewed the "Workshop Presenter Expectations" handout.

Printed Name

Signature

Date