

## 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 are 90 minutes in length (including speaker intro, presentation and Q&A). The audience is comprised of members and future members representing businesses of all sizes and industries, including non-profits.

All presentations must have a practical 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](mailto: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 \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

#### 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\_\_\_\_\_

2-3 Sentence Description to use for event promotion:\_\_\_\_\_

What are the top 1 – 3 topics will your presentation 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\_\_\_\_\_

Would you be willing to offer personal follow-up with individual attendees?     In person     Phone/Skype     No

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

LCD projector  Dry erase board with markers

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

## REQUIRED ATTACHMENTS

Biography and/or resume  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 will provide a list of attendees for follow-up.
- 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.
- There will be a \$150 cancellation fee for all seminars cancelled by the presenter within 48 hours of the event.

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

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_