

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 Jennifer Herzberg at jenniferh@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 _____

Release & License

Your Name: _____

Event Date: _____

Title of Presentation: _____

Thank you for agreeing to present at a Greater Reston Chamber of Commerce event! In order for us to record, archive and re-broadcast your presentation, we ask that you provide us with certain rights.

1. You Grant Us the Right to Record Your Presentation.

I hereby grant to Greater Reston Chamber of Commerce, and its subsidiaries, affiliates, agents, successors, and assigns (collectively, "GRCC"), the irrevocable royalty-free right and permission to record, copy, use, publish, stream live, offer for sale and sell, or otherwise distribute any audio and/or video recording of me and my presentation made at an GRCC event on the date specified above (collectively, the "Program"). Such right and permission includes, but is not limited to, use of my name, recorded voice or video, transcripts of the same, my photograph or likeness, and biographical information, in all media now known or hereafter devised, in perpetuity.

2. You Understand That, While You Own Your Presentation, We Own the Recording, and Can Distribute It (And Any Handouts) to the Public.

I acknowledge that all rights in the audio and/or video recording of the Program ("Recording") are owned by GRCC. Subject to the rights granted to GRCC in this release, I retain all other rights my work and presentation. I grant to RCC the irrevocable royalty-free right and license to reproduce, prepare derivative works based upon, distribute copies of the work to the public, perform publicly, display publicly, offer for sale and sell all materials prepared or provided by me in connection with the Program and the Recording, including handouts or any material based upon or derived therefrom, alone or as part of a collective work.

3. You Release Us From Any Claims When We Exercise These Rights.

I hereby release and discharge GRCC and its officers, employees, and directors from any and all claims, demands, and causes of action that I may have against them by reason of GRCC's exercise of its rights hereunder including, without limitation, claims based on the right of privacy, the right of publicity, copyright, trademark, and defamation, and I waive all rights I may have under Section 106A of the U.S. Copyright Act ("moral rights").

4. You Own All Rights in the Program, and It Doesn't Infringe Any Third Parties' Rights (Such as Containing Third Party Copyrighted Material).

I represent and warrant that I am the sole owner of all rights in the Program and that the Program does not infringe the copyrights, trade secrets, right of privacy or publicity or other rights of any third party, that it does not contain any defamatory material or any factual inaccuracies (except that which is stated as a matter of opinion).

I have full power to convey the rights granted herein. This release and license shall be binding upon me and my heirs, legal representatives, and assigns.

Agreed and authorized by:

Print Name:

Dated: