

## SPEAKER INFORMATION & GUIDELINES

<b>Event Opportunities</b>	The majority of our events are face-to-face monthly chapter meetings or webinars.
<b>Event Attendees</b>	Our event attendees are local talent development professionals. Our events are attended by members of our chapter, but are open to non-members and partners as well.
<b>Submission Form</b>	Speakers should submit a Speaker Application if they wish to be considered for one of our events. See our website for details.
<b>Monthly Chapter Meetings</b>	<b>Format:</b> Face-to-face or webinar presentation with learning activities incorporated.
	<b>Length:</b> 1.5 hours with 60 minutes of presentation and 30 minutes for networking and chapter business.
	<b>Audio/Visual:</b> The chapter can provide a projector and screen for your use. You will need to bring your own laptop computer, as needed.
<b>Payment &amp; Expenses</b>	The chapter budgets for each of the meetings to break even with fixed costs (location, food and audio visual). We ask all speakers to volunteer their time. However, we do pay for the presenter's meeting fee, which also includes their meal.
<b>Selection Criteria</b>	We select speakers using the following criteria: <ul style="list-style-type: none"> <li>• Topic of interest to chapter members</li> <li>• Interactive activities included in presentation</li> <li>• Feedback from your references</li> <li>• Feedback from others that may have seen you present</li> </ul>
<b>Marketing</b>	<p>You can include the name of your business, address, contact information, and a brief description of what you do or what services or products you provide on a presentation handout.</p> <p>You can also mention your services and products as part of your introduction but cannot sell anything at the event.</p> <p>Please do not include any verbal or written marketing or sales content about your services or products as part of your presentation.</p> <p>We sincerely hope the visibility as an expert in the field will be rewarding to you and result in follow-up from participants.</p>
<b>Questions</b>	Please contact us if have additional questions about becoming a speaker at one of our events.