

Contact Information

Name:		
Company:		
Street address:		
City:	State:	ZIP:
Phone:	Fax:	
Email:		

Presentation

Presentation title/topic:
Have you presented for the Business Education Series before? If so, when?
Provide 3 "take-aways/bullet points" for your presentation: <ul style="list-style-type: none">•••
Rate the level of your proposed session: <input type="checkbox"/> Entry (Requires little or no previous knowledge of the topic) <input type="checkbox"/> Intermediate (Requires some knowledge of the topic) <input type="checkbox"/> Advanced (Requires a working knowledge of the topic; focus is on implementation)
Will this session be hands on learning experience? Yes _____ No _____

Chamber Academy
Presenter Application

<p>Explain why you, as the presenter, feel qualified to present on the proposed topic.</p>
<p>Describe your experience as a practitioner and/or presenter in your proposed topic area. List two references.</p>
<p>Provide a brief overview of your proposed topic that can be used in promotional materials. (50 words or less)</p>
<p>Provide a brief biography of all presenters. (50 words or less)</p>
<p>Check the audio-visual requirements and any resources you will need for your presentation.</p>

	Flip chart and markers		DVD
	PowerPoint		Other

Agreement

Speaker Guidelines

- Presenter(s) **must** be current members of the Chamber. Non-members may join during review process.
- Business Education Series topics are educational, non-commercial forums. Under no circumstances may a speaker use their "presentation" as an opportunity to promote their own product or service.
- Presenter(s) must refrain from statements or comments which can be deemed offensive, or anything less than professional.
- Presenter(s) must possess the expertise, ability and skills to cover the subject matter to the Chamber's diverse audience.
- Proposed session must be clearly defined including learning objectives and what attendees can expect to take away from the session.
- Proposed session must be balanced to serve a variety of knowledge and skill levels.

I have reviewed and agree to the speaker guidelines below. I agree that the information presented in this application is accurate. I understand that if my application is accepted to present at a Business Education Series, I will be doing so as an unpaid volunteer.

Signature

Date

Completed applications are due by Tuesday October 18th.

Send completed application to:

Hampton Roads Chamber of Commerce

Attn: Sandy Sekeet

500 East Main Street, Suite 700

Norfolk, VA 23510

Tel: 757-664-2530

Fax: 757-622-5563

Email: ssekeet@hrccva.com