

Call for Presenters

The Tri-City Regional Chamber of Commerce's
Business Development Committee
is pleased to announce a "Call for Presenters" for the
2010 Business Development University Seminar Series

Deadline

December 1, 2009



We are seeking:

- **High-caliber experienced presenters**
- **Proven depth of knowledge and expertise of subject**
- **Topics pertinent to the success of small businesses in today's dynamic marketplace**
- **Proposals will be accepted until December 1, 2009**

Our Audience:

The series provides affordable, well-publicized training sessions to more than 1,350 member organizations and to the public.

For more information:
Phone: 509.736.0510
Email: tracie.arnold@tricityregionalchamber.com

Mail or fax proposal to:
Tri-City Regional Chamber of Commerce
7130 W. Grandridge Blvd., Ste. C
Kennewick, WA 99336
Fax: 509.783.1733



Business Development University Seminar Series

Presenter Application Form

Presenter Information:

Full Name: _____ Company Name: _____
Last First

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Training Topic Area:

Proposals must include Part 1 and 2

Part 1 – Presenter Background:	Part 2 – Presentation Description:
Professional Bio <input type="checkbox"/>	200 minimum word overview of the proposed training <input type="checkbox"/>
Provide contact info for two previous clients or attach two letters of recommendation <input type="checkbox"/>	Bullet point outline of training content or deliverables <input type="checkbox"/>
Brief explanation of your expertise in the proposed subject matter <input type="checkbox"/>	Benefit statement for training attendees <input type="checkbox"/>
Topic/title of proposed presentation <input type="checkbox"/>	Bullet point list of training format and equipment needs (e.g. PowerPoint, projector and screen, laptop etc). <input type="checkbox"/>

Selection Process:

- All proposals received by December 1, 2009, will be reviewed by representatives from the Business Development Committee. All applicants will receive a notification of receipt.
- An in-person interview or request for more information may be requested by the committee, when needed.
- Final decisions for the 2010 Business Development University Series will be made by December 31, 2009. Notifications will be made by December 31st and a seminar schedule will be set at that time for 2010.

Presenter Compensation and Recognition:

All presenters will be listed in the Chamber’s printed monthly newsletter, weekly electronic newsletter and website. Presenters also receive an address and phone list of attendees from their training session.

- In lieu of monetary compensation, presenters will have the option of receiving one of the following:**
- Chamber membership list with 1,350+ main representatives (valued at \$250) e-mailed in Excel format.
 - Two weeks of advertising in the Chamber’s Member-2-Member e-blast, (valued at \$100).

Please return all completed applications to:
Tri-City Regional Chamber of Commerce
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Kennewick, WA 99336
Fax: (509) 783-1733