

BACC Business Matters!



BEAVERTON AREA
Chamber of CommerceSM

Call for Speakers

The Beaverton Area Chamber of Commerce (BACC) is holding an open call for speakers for the Chamber's 2008-2009 Business Matters!. Business Matters! is a collection of interactive, learning opportunities designed to assist business professionals with the dynamics that lead to success in the world of commerce. The series will run the first and third Wednesday of each month in the mornings from 7:30am - 8:30am at the Beaverton Round – Business Training Center, Room 390 (12725 SW Millikan Way • Beaverton, OR 97005)

Attendees of Business Matters! learn the answers to questions most often asked by small business owners and entrepreneurs. Although the purpose of this call for speakers is to select quality speakers for the Business Matters!, outstanding professionals within the industry topic may be asked to supply referrals for future quarterly series. Presentations are sought that provide practical and useful information to an audience representing a broad range of industries.

Topics for the 2008-2009 series include:

- Networking & Business Partnerships
- Business Management
- Marketing / Sales
- Technology

OUR MISSION: To provide business professionals with practical, effective advice for saving money, making money and building business connections.

Thank you for taking the time to complete the BACC Business Matters! call for speakers form. We appreciate your application, expertise and willingness to share with the Beaverton business community.



Submission Review and Notification Process

The Beaverton Area Chamber of Commerce (BACC) will review submissions received for topic relevance. Submissions will be forwarded to the Business Matters! steering committee for review, evaluation and reference checks. A Business Matters! steering committee member may contact you for additional information.

The Business Matters! steering committee will meet and review the submissions and will make selections based on overall program balance. The committee will choose finalists to be speakers for the various quarters.

Finalists will be notified of their decision within the prior quarter proposed to speak.

Instructions for Completing the Call for Speakers

1. No more than two presentations may be submitted by one person or company per quarter.
2. Your submission must be received by BACC within the first month of the prior quarter proposed to speak.
3. Fax or Mail submissions to:
Beaverton Area Chamber of Commerce
12655 SW Center Street, Suite 140
Beaverton, Oregon 97005
Phone (503) 644-0123
Fax (503) 526-0349

Selection criteria

Presenters will be evaluated on the strength of the submission content and knowledge of quarterly series topic. Final selection will be based on whether:

- session topic creates interest
- session objectives are clearly articulated and achievable in the time allotted
- session is fully described and is designed for the adult learner
- overall presentation skills of speaker
- presenter's expertise is related to the session content

If you have questions about the call for Speakers, please call the Beaverton Area Chamber of Commerce at (503) 644-0123. Thank you for your submission.



Call For Speakers : Submission Form

(Please type or print legibly)

Completed forms, speaker biographies and supporting materials must be received by BACC within the first month of the prior quarter proposed to speak. Please include a copy of your resumé and written bio with submission.

Fax or Mail submissions to:

Beaverton Area Chamber of Commerce
12655 SW Center Street, Suite 140 • Beaverton, Oregon 97005
Phone (503) 644-0123 • Fax (503) 526-0349

Proposed title (10 words or less, please): _____

Please check the topic in which you will be speaking on:

- Networking & Business Partnerships Business Management Marketing Technology

Biographical Information*:

1. Name _____

Title _____

Organization _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Fax _____

Email _____

Overview:

1. Is your experience relative to the subject matter on which you will be speaking?
(please check one) Yes No

Please provide a 50-word (or less) paragraph indicating the experience that qualifies you to speak on your proposed subject. (This information may be used in Business Matters! promotional materials.)

2. Is this presentation appropriate for a 30-40 minute presentation? Will you offer a 10-15 minute Q & A at the end of your presentation? *(please check all that apply)*

- Yes, my presentation will fit this time frame Yes, I will fit a Q & A within the time frame

**If there is more than one presenter, please attach a sheet providing the above information for each additional speaker.*



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3. Please indicate what audio-visual support or other presentation materials your session requires. The Beaverton Area Chamber of Commerce (BACC) will provide basic audio/video support as requested. This would include a projector and/or screen, etc.. Requests for special items must be approved by the BACC. *(please check all that apply)*

Screen Overhead projector Digital projector Other _____

4. We strongly encourage handouts for session attendees. If your presentation is in Power Point format, copies of your slides are an excellent handout. Any promotional items (business cards, brochures, etc.) for your business may be displayed on the back table for attendees to pick up at their own leisure.

References:

Have you presented this topic before? *(please check one)* Yes No

If yes, may we have the names and phone numbers of three people who have heard you present this topic? If no, please give the same information on three people who have heard you present a similar topic.

1. Name and title _____

Organization _____

Phone Number _____ Date of Presentation _____

(please check one) Same topic Similar Topic

2. Name and title _____

Organization _____

Phone Number _____ Date of Presentation _____

(please check one) Same topic Similar Topic

By signing this proposal I acknowledge and agree that,

- SPEAKERS: I actively work within the industry of my presentation topic.
- SPEAKERS: I will provide a minimum of 48 hrs. for cancellation notice to anchor contact and BACC.
- SPEAKERS: I will not promote my products or services during my presentation.
- SPEAKERS: I will not arrange an additional or substitute speaker.

Signature _____ Date _____