

Call for Speakers

Call for Speakers



*Serving Business...
Strengthening Community*

The Lake Travis Chamber of Commerce is holding an open call for professional speakers, trainers and facilitators for the Chamber meetings and business programs including Luncheons and Business Development Series. These programs are vital interactive, learning opportunities designed to assist business owners, managers and executives to network and be successful in the world of commerce.

Presentations are sought that provide practical and useful information to a small business audience, effectively representing all industries.

Suggested topics include, but are not limited to:

Advertising	Customer Service	Networking
Marketing	Management Training	Business Fraud
Time Management	Human Resources	Public Relations

Presentation Submission and Selection Criteria

The Lake Travis Chamber of Commerce will review submissions received by the deadline that fit the criteria.

Instructions for Presentation Submission

- Submit no more than two presentations per person or company
- Submission **MUST** be delivered, emailed or mailed; faxed submissions will **NOT** be evaluated
- Submission **DEADLINE** is Friday, January 29, 2010

Selection Criteria

Presenters will be evaluated on the strength of the submission content, relevance to our business interests, and their proven ability to make professional presentations in time allotted.

- Luncheon presentations **MUST** not exceed 30 minutes
- Business Development Series presentations **MUST** not exceed 40-45 minutes

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Presentation Submission Form



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Please type or print legibly.

Name & Title: _____

Organization: _____

Phone: () _____ - _____ E-mail: _____

Presentation Title: _____

Presentation Length: _____

Provide 2-3 learning objectives for the presentation: _____

AV Equipment Materials Needed: _____

Presentation Materials Provided: _____

We strongly encourage handouts for program attendees.

I am interested in Presenting at:

Luncheon _____ Date _____ Date (2nd choice) _____

Business Development _____ Date _____ Date (2nd choice) _____

Presentation References:

Name & Title: _____

Organization: _____

Phone: () _____ - _____ E-mail: _____

Same Presentation _____ Similar Presentation _____

Name & Title: _____

Organization: _____

Phone: () _____ - _____ E-mail: _____

Same Presentation _____ Similar Presentation _____

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Attach or enclose any supporting materials as applicable; such as resumes, videos, presentation handout, etc.

DEADLINE to submit completed presentation is Friday, January 29, 2010.

Deliver: Lake Travis Chamber of Commerce
1415 Ranch Road 620 South, Suite 202
Austin, TX 78734

E-mail: info@laketravischamber.com

Mail: Lake Travis Chamber of Commerce
P.O. BOX 340034
Austin, TX 78734

I acknowledge and agree to the following:

- I will provide the Lake Travis Chamber of Commerce with biographical information, photo and presentation outline for the use of program promotion
- I will not promote my products or services during my session
- I will not arrange an additional or substitute speaker without the Lake Travis Chamber of Commerce's approval

Signature: _____ Date: _____

Luncheon Dates

Wednesday, September 15
Wednesday, October 20
Wednesday, November 17

Business Development Dates

Tuesday, February 9
Tuesday, April 6
Tuesday, July 6
Tuesday, October 5