



presents

the "lunch & learn" sessions

Presentation Application

Name: _____

Job Title: _____

Business: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

TOPIC: _____

Benefit or Value of topic for audience: _____

BIO (background/experience as it pertains to the topic): _____

Education: _____

Certifications: _____

Other notes: _____

Chamber only: Approved ____yes ____no Date booked: _____



Lunch & Learn

Speaker Guidelines

Program Schedule

11:30 a.m. Lunch is served

-During this time, we recommend that you introduce yourself to the attendees, and have them network

12:00 p.m. Program starts

-Please have the attendees introduce themselves **prior** to this time so that your seminar can be the bulk of the hour.

12:50 p.m. Questions & Evaluations

-Leave time at the end for questions. The Chamber will pass out evaluations and make any other announcements we need to make at the very end.

Guidelines

-Remember that this event is a Chamber event, and the goal of Lunch & Learn is to education our members about pertinent information for their businesses.

-**DO** hand out your business cards.

-**DON'T** make your presentation a “sales pitch” for your business. It is important to present educational information for our attendees, not to sell them your product or service.

-**DO** bring handouts! Any information that our attendees can take back to their business on your presentation is helpful.

-**DO** contact the Chamber for AV needs. We can provide a laptop, LCD projector, flip chart & markers, etc.

-**DO** provide the Chamber with a summary of your presentation **3 weeks** prior to your presentation to encourage maximum attendance

-The Chamber will provide you with a list of attendees on request. We will keep you informed of the number of participants for handouts & materials

-The Chamber will provide you with a copy of the evaluations after the session for you to look at.

-**DO** contact the Chamber with any questions or concerns regarding your presentation before the event! We want to make it successful for you!

Thank you for presenting! We are looking forward to having you at the Chamber!

Abby Turner | Marketing & Events Director | 406-922-0447 | aturner@bozemanchamber.com