



**Austin**  
Chamber of Commerce

*Connecting Business.  
Creating Opportunity.*

# Call for Speakers

## Call for Speakers

The Austin Chamber of Commerce and its Small Business Steering Committee is holding an open call for professional speakers, trainers and facilitators for the Austin Chamber's small business programs including the Building Blocks of Business Series. This series is a collection of interactive, learning opportunities designed to assist business owners, managers and executives be successful in the world of commerce.

Although the purpose of this call for speakers is to select quality speakers for the Building Blocks of Business series, outstanding presenters may be asked to present at other Chamber events and their information may be kept on hand for future presentations.

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:

Sales  
Public Relations  
Time Management  
Business Growth

Customer Service  
Human Resources  
Advertising  
Financing

Networking  
Marketing  
Technology  
Branding

### Proposal Review, Interview and Notification Process

The Austin Chamber of Commerce will review submissions received by the deadline that fit our needs. Submissions will be reviewed, evaluated and references checked by Chamber staff and our Small Business Steering Committee. You may be contacted for additional information.

This committee will complete an in-depth review of the submissions and make selections based on their evaluations as well as overall program balance. The committee will choose finalists to "audition" (dialogue about your proposal with the Steering Committee). Those not chosen will be notified by the end of January.

Finalists will be asked to audition on February 10, 2009. Please do not call the Chamber regarding acceptance or rejection of your submission. After the auditions, finalists will receive feedback by the end of February.



# Call for Speakers

## Instructions for Completing the Call for Speakers

1. Submit no more than two presentations per person or company.
2. The submission deadline is Friday, January 23, 2009.
3. Submissions need to be mailed or dropped off (no fax).
4. All presenters must sign the Call for Speakers Presentation Submission Form.
5. Mail submissions to: Austin Chamber of Commerce  
Attn: Dustin Woodhead  
210 Barton Springs Road, Suite 400  
Austin, TX 78704

## Selection Criteria

Presenters will be evaluated on the strength of the submission content, fit to our small business interests, and their proven ability to make professional presentations. References will be checked to ensure selection of first-rate presenters. 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
- Presentation skills of speaker are proven to be excellent
- Presenter's expertise is related to the session content

If you have any questions about the Call for Speakers, please contact Dustin Woodhead at [dwoodhead@austinchamber.com](mailto:dwoodhead@austinchamber.com) or 512.322.5613.



## Call for Speakers Presentation Submission Form

Please type or print legibly.

- Deadline for completed forms, speaker bios and supporting materials: Friday, January 23, 2009.
- Mail completed submissions to: Austin Chamber of Commerce  
Attn: Dustin Woodhead  
210 Barton Springs Road, Suite 400  
Austin, TX 78704

Proposed Title (10 words or less, please): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Biographical Information (Attach other sheets if there are multiple speakers):

1. Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

2. Provide a 50-word (or less) biographical sketch indicating the experience that qualifies you to speak on your proposed subject. (This information will be used in our promotional materials)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Provide 2-3 learning objectives for the presentation (what the attendees will learn from the session)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Attach a syllabus or program outline describing session content (100 words or less) in bullet point format if at all possible. **Note: Presentations submitted without a syllabus or program outline will not be considered.**



# Call for Speakers

5. Have you presented this topic before? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, provide 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.

Name and Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Phone Number \_\_\_\_\_ Date of Presentation \_\_\_\_\_  
\_\_\_\_\_ Same Topic \_\_\_\_\_ Similar Topic

Name and Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Phone Number \_\_\_\_\_ Date of Presentation \_\_\_\_\_  
\_\_\_\_\_ Same Topic \_\_\_\_\_ Similar Topic

Name and Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Phone Number \_\_\_\_\_ Date of Presentation \_\_\_\_\_  
\_\_\_\_\_ Same Topic \_\_\_\_\_ Similar Topic

6. Provide the length (in minutes or hours) of your presentation. \_\_\_\_\_

7. Indicate what audio-visual support or other presentation materials your session requires. The Austin Chamber of Commerce will provide basic audio/visual support as requested. This would include a laptop, projector, screen and microphone(s). Requests for special items must be approved by the Chamber.

Overhead Projector/screen \_\_\_\_\_ TV/DVD \_\_\_\_\_  
Other \_\_\_\_\_

8. Attach or enclose any supporting materials as applicable such as resumes, videos, presentation handouts, etc. (Please note, this is optional. Materials become property of the Austin Chamber of Commerce and will not be returned).

9. We strongly encourage handouts for session attendees. If your presentation is in PowerPoint format, copies of your slides are excellent handouts.

By signing this proposal I acknowledge and agree that if my presentation is accepted:

- I will not promote my products or services during my session.
- I will not arrange an additional or substitute speaker without the Chamber and the Small Business Steering Committee's approval.
- I will allow my name, biographical information, photo and session description to be published in Austin Chamber of Commerce promotional materials and publications.

Signature \_\_\_\_\_ Date \_\_\_\_\_