

GBBA Speaker Proposal Form



Greater Burnside Business Association (GBBA) welcomes proposals from qualified candidates to present fiduciary-related themes from their area of expertise or experience at our monthly general meeting. If you would like to be considered as a speaker, please complete and submit the attached proposal form to the GBBA via email info@greaterburnside.com. GBBA will acknowledge receipt of each submitted proposal and update you on the status of our review sufficiently in advance of upcoming meetings.

SPEAKER REQUIREMENTS:

- Presentation is approximately 40 - 45 minutes in length and should incorporate a question and answer session after the presentation.
- Speaker(s) are encouraged to allot time after the session is complete to talk individually with members who remain behind.

If selected, speakers will be asked to sign a Speaker Agreement, which includes agreeing to provide the following information and materials according to strict deadlines:

- 150-word (or less) biography for on-site introduction and use in promotion (MS Word format)
- Session title and 40 - 50 word synopsis for use in promotion – MUST give accurate description of session (MS Word format)
- Draft and copy of presentation sent to GBBA to be reviewed by assigned deadlines

NOTE: Your presentation must not be a sales pitch for any services, products, program, seminar, institution, practice, association or company. GBBA has the right to refuse and/or suggest changes to content. GBBA does not censor contrarian content; the policy only refers to content deemed to be sales-related and/or inappropriate for the audience. If GBBA receives a complaint that your presentation was in any way considered commercial, it may impact future speaking opportunities.

Contact: If you have any questions, please contact GBBA at info@greaterburnside.com.

Thank you for your interest in presenting at the GBBA Monthly General Meetings.

Dee Deuille, Chair

GBBA Events Committee

GBBA General Meeting Speaker Proposal Form

If you are interested in speaking at an upcoming GBBA General Meeting, please complete this form and email to info@greaterburnside.com.

All fields are not required; our evaluation will be based on the information provided. If you have information regarding your speaking credentials or topic descriptions online, please insert the URL in the “Session Description” field.

SPEAKER CONTACT INFORMATION				
First Name:				
Last Name:				
Professional Designations:				
Title:				
Company:				
Address 1:				
Address 2:				
City:	Prov.:		Postal Code:	
Telephone:		Fax:		
Email:				
ASSISTANT CONTACT INFORMATION (optional)				
First Name:				
Last Name:				
Email:				
Telephone:				
SPEAKER BIOGRAPHY				
Please enter a brief biographical description of your qualifications and speaking experience in 300 words or less.				

PROPOSED TOPIC TITLE		SESSION DESCRIPTION (40-50 words)	
PROPOSED SESSION DETAILS			
Primary Topic Area:			
Format	<input type="checkbox"/> Individual	<input type="checkbox"/> Panel	<input type="checkbox"/> Open Ended
List co-presenters names (if applicable):			
Level of topic being discussed:	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Learning objectives, what will participants take away from your presentation to use improve or grow their business?	1. 2. 3.		
AUDIO/VISUAL REQUIREMENTS			
A lectern with microphone is supplied			
Please check additional requirements:	<input type="checkbox"/> Lap top + data projector & screen	<input type="checkbox"/> Flip chart & markers	
	<input type="checkbox"/> Additional Microphones	<input type="checkbox"/> Sound connected to data	
If you have any special requests or requirements, describe them here.			

By submitting this abstract, I understand that if my proposal is accepted, I am required to submit handouts, biographical information, and other required information by the deadlines GBBA establishes.

Signature: _____ Date: _____

If you have any questions, please contact the GBBA at info@greaterburnside.com.