

Women in Business

a committee of the



Proposal for Keynote Presentation for Women in Business Luncheon

Women in Business (WIB) is vital part of the Donelson Hermitage Chamber in Commerce and has been an active committee for 12 years. The mission of WIB is, “*Women in Business coming together in friendship to celebrate, connect, mentor and support each other*”. We have monthly luncheons that are dedicated to offering dynamic educational, mentoring, and networking opportunities for a group of 40-80 monthly attendees.* It is our goal to deliver excellent content that will inspire and equip our audience(s) with practical tools for business and/or life.

We are thankful for your interest in sharing your message with WIB and for your time in completing this Speaker Proposal. Someone from our committee will be in touch following receipt of your proposal.

HOW TO SUBMIT:

1. Please complete the form (see reverse) and submit along with a program description to the WIB Committee Chair and Program’s Co-chair as either a WORD doc or PDF.
 - a. Chair contact: Lisa Cathcart, lmcathcart@gmail.com
 - b. Programs co-chair contact: Kimberly, ktromatore.wfg@gmail.com

2. Please note:
 - PRESENTATION LENGTH WILL BE NO MORE THAN THIRTY (30) MINUTES including questions and answers.
 - We need your proposal at least 30 days before the luncheon date requested.
 - You will be our guest for the day of the luncheon at which you present, and we invite you to bring as many additional persons as you like at the member price of \$20.00 each. Registration is required by noon, the Monday prior to the date of the luncheon.**
 - Please attach your bio summary and head shot (in jpg) with your proposal.
 - WIB does not compensate speakers, however this will be a great opportunity for you to meet and network with other women leaders in our community. You may bring promotional materials, however your presentation must not center on self-promotion.
 - Our focus is on programs that offer enrichment, education, encouragement, and/or entertainment.
 - Location of in-person gatherings and time:
Party Fowl, Donelson
4th Thursday of each month
Doors at 11:30, Program 12:00-1:00. We strive to end promptly at 1pm.

Thank you for the meaningful contributions you make to our community and for your Interest in investing your time and resources into WIB. We look forward to being in touch.

Sincerely,
WIB Committee Chair

*Due to the ongoing Covid-19 pandemic WIB will meet virtually via zoom in accordance with state and federal guidelines. We look forward to returning to in-person gatherings as soon as is safe to do so.

**There is no cost for guests to attend the virtual WIB gatherings and anyone is welcome to attend.

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Presenter Name: _____

Daytime Phone: _____ E-mail: _____

Organization: _____ Title/Role: _____

Address: _____

Website: _____

Applicable social media handles: _____

Dates you are available in this year? (Please list in order of preference)

What other groups have you presented to in the past 12 months?

What other groups are you currently scheduled to speak to in the next 6 months?

Please provide a written description of your presentation including:

- A. A list of the three learning objectives of your presentation... or
- B. At least three specific benefits to having this knowledge (*example*: you'll learn 10 strategies to increase employee performance).
- C. How did you gain your expertise on this topic?
- D. Why this topic is important to women in business.

Proposed format:

Interactive audience discussion

Lecture

Panel presentation

Slide Show / Video

Do you require audio/visual equipment to be provided?

Debate

Other: _____

For more information about the D-H Chamber please visit. www.d-hchamber.com