



## Speaker Application Overview

The **Professional Women's Forum (PWF)** is a diverse group of people dedicated to the advancement of women at work. PWF would like to identify interested speakers for our programs, workshops, and events. As the program committee and board plan out the upcoming program schedule and new speaking opportunities emerge, PWF will consider the speakers who have submitted topics and required speaking information.

PWF selects topics based on relevance of topic to women at work, member feedback, success of past events, timeliness of topics, etc. Applicants may submit proposals for multiple topics where their expertise lies.

***Members are encouraged to apply to present in their area of expertise.***

Each program has different goals, objectives and audiences. PWF will decide the best fit for the speakers and presentation topics. The goals of PWF programming are to:

- Provide attendees with opportunities for practical and up-to-date information, training and education.
- Provide high quality, knowledgeable speakers to PWF members and guests.
- Facilitate the professional and personal development and growth of our members and guests.

### Speaker Responsibilities

- Provide high quality educational presentations. On average, speakers have 35-45 minutes for their presentation.
- Ensure the session is not perceived as an infomercial – **It must be educational in nature. No Sales Pitches – No Selling From the Podium.** There is a table provided for materials, catalogues, etc.
- Engage attendees through audience participation and discussion.
- Responsible for bringing a laptop to use if using PowerPoint.
- Provide a picture, topic summary, top 3 takeaways and biography for marketing purposes.
- Promote your participation in the event on your social media sites and websites.
- Provide copies of materials for the event participants, if applicable.

### PWF Responsibilities

- Promote the event, speaker, and subject matter through a variety of PWF communication vehicles.
- Provide the speaker with meal, if at a luncheon event.
- Register participants.
- Coordinate with speaker regarding special equipment and material needs for the event.
- Handout provided copies of materials to the event participants.
- Provide speaker with PWF welcome packet

## PWF Communication Vehicles

- Professional Women’s Forum website.
- Event announcements at other PWF events.
- Press Releases to local media outlets.
- E-mail announcements, including distribution through our network.
- PWF social media networks.
- Member social media use.

## How to Submit

Please complete the information below and submit your application to the PWF Program Committee for consideration.

### BASIC INFORMATION

Name (required)	
Business Name (required)	
Title (required)	
Email (required)	
Phone (required)	
Website (required)	
Facebook Page hyperlink (optional)	
Twitter Handle (optional)	
LinkedIn Hyperlink(optional)	
YouTube Video Links of Speaking (optional)	
Are you a PWF member?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### PROGRAM PROPOSAL

Speaking Topic (required)	
Presentation Title (required)	
Media to Sell? (optional)	<input type="checkbox"/> Yes, Media type: <input type="checkbox"/> Books <input type="checkbox"/> CD/DVD <input type="checkbox"/> Other:Click here to enter text. <input type="checkbox"/> No
Intro/Short Bio (<150 words) (required)	
What other groups or events have you presented for? (optional)	
Please give a complete description of your workshop and how it will benefit attendees. Descriptions MUST include learning objectives and explain the benefits of the content to supporting women at work	
Level of Learning	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Top 3 takeaways (bullet points) describing the benefits our attendees will receive. This may be in the form of things they may learn, believe or do differently. ( <i>For example, "By the end of this event, participants will be able..."</i> ) (required)	
Your Headshot (72 dpi - 240x320 pixels - jpg or png) (required)	Email as an attachment to this application

**AUDIO/VISUAL NEEDS (REQUIRED)**

Speakers are not guaranteed items requested, but all efforts will be expended to accommodate needs of speakers. Some items may be at the discretion of the venue. Speakers who wish to utilize PowerPoint, videos, or other media via a computer, they are responsible for bringing their own laptop, power cord and peripherals. PWF has a Mac converter. Please check all materials you need:

- None
- Projector
- Stand/cart for Laptop (Laptop to be provided by speaker)
- Slide/Projector Remote
- Lectern
- Small Table
- Other: [Click here to enter text.](#)

**References (please provide at least one)**

Name	
Title	
Organization/Company	
Phone	
Email	
Relationship to you	

Name	
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Relationship to you	

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