



SPEAKER APPLICATION

The following information must be filled out completely or emailed to be considered.

<b>Speaker Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>City State and Zip</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Website</b>	
<b>Title of Proposed Session</b>	
<b>Email bio, topic outline and current headshot to be considered</b>	
<b>Previous Speaking Experience/Skills</b>	
<b>Overhead Projector</b>	
<b>Screen</b>	
<b>Electricity</b>	
<b>Speaker Table for published books, flyers, tapes, cd's, or DVD's</b>	

Would you be available to be a back up speaker in the event someone already scheduled needs to cancel? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

*\*must be approved by the board*

Dr. Priscilla Johnson, **Attn: GBWN**, 2106 Fairway Lane, Greeley, CO 80634 Phone: 970.330.0912 **Fax: 970.339.9315**



Thank you for your interest in a speaking engagement with Greeley Business Women's Network for the 2011 and 2012 calendar years. At any given event there are anticipated 20 – 50 women who attend our event.

#### **Session Requirements:**

- Sessions should be informational or how to in nature and run a max of 25 minutes, which gives time for a question and answer period.
- Sessions are not for the purpose of selling your product or services; they are to educate the attendees on the subject matter and should not be a sales pitch. Direct Sales by presenters are not permitted.
- There are no funds available for speaker fees or travel.
- Provide a bio for introduction purposes.
- Wear professional attire.
- Prepare for your presentation.
- Let Priscilla know if you need any AV equipment and if you would like a spotlight table.

#### **Room/ Location:**

- Aims Corporate Education, 5590 West 11<sup>th</sup> Street, Greeley, CO 80634.

#### **How to Apply:**

- Fill out the application and send via fax or mail.
- Attach any additional information that may assist in our decision process (i.e. media kit, bio, cd/ dvd of your presentation etc.)
- **Complete one application for each proposal.**
- **Provide a bio for introduction purposes.**
- **Email Priscilla a current presentation outline to drpjnd@comcast.net.**
- **Email Priscilla a current headshot of yourself to drpjnd@comcast.net.**

#### **Misc Details**

- Presentation Handouts are welcome as well as business cards to put at each seating location. Please bring those with you.

#### **Cancellation**

- Cancellation of your speaking engagement requires two (2) week advance notice to allow GBWN to schedule another speaker.

By signing below you have read and understood the requirements for speaking with Greeley Business Women's Network and will comply with the requirements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature