

RFP Overview

The RFP process serves to identify speakers for NAWBO Atlanta events and workshops. As speaking opportunities emerge, the Events & Education Committee will consider the speakers who submitted RFP's.

NAWBO Atlanta welcomes its members as speakers at one live event per year and on workshops. NAWBO Atlanta uses outside speakers at many events. Applicants may submit proposals for multiple topics.

Presentation Topics

We seek presenters to share leading-edge ideas, inspire enlightening discussions and convey the fundamentals for growing our businesses. Topics are selected based on member surveys, success of past events, timeliness of topics and relevance of topic to women business owners.

Each program has different goals, objectives and audiences. NAWBO Atlanta will decide the best fit for the speakers and presentation topics. The goals of all NAWBO Atlanta events and education are to:

- Provide women business owners with opportunities for practical and up-to-date information, training and education on topics of interest to NAWBO Atlanta members.
- Provide members and non-member speakers who have subject matter expertise the opportunity to increase their exposure in the community.
- Provide high quality, knowledgeable speakers to NAWBO Atlanta members.
- Facilitate the professional and personal development and growth of our small business owner members and their employees.

Speaker Responsibilities

- Provide high quality educational presentations.
- Engage attendees through audience participation and discussion.
- Coordinate with staff regarding any special equipment needs.
- Provide a picture, topic summary, top three takeaways and biography for marketing purposes.
- Ensure the session is not perceived as an infomercial.
- Promote your participation in the event on your social media sites.

NAWBO Atlanta Responsibilities

- Aggressively promote the event, speaker, and subject matter through a variety of NAWBO Atlanta communication vehicles:
 - NAWBO Atlanta Web Site
 - Announcements at other NAWBO Atlanta events
 - E-mail announcements
 - NAWBO social media channels - Twitter, Facebook, LinkedIn
- Register participants.
- Coordinate with speaker regarding special equipment and material needs for the event.
- Provide copies of materials for the event participants.

Notification

Your input is valued and will be carefully considered by our events and education committee and board. NAWBO Atlanta will respond to your submission within a month of receiving it. We appreciate all submissions and if you are not selected for this upcoming program year, we welcome you to submit again for the following year. Opportunities will be afforded first to program themes and then speakers that fit those themes for a designated program. Please note that per NAWBO Atlanta policy, speakers may not present two years in a row.

How to Submit

Please complete the form below to submit your information and proposed topic details to the NAWBO Atlanta programs committee for consideration. Please submit completed application to Tracy Stuckrath, tracy@thrivemeetings.com, along with the following:

- Bio describing your credentials for speaking on this subject (academic, business, experience, professional training)
- A proposed PR blurb (approximately 150 words or less) which may be used on the website and other NAWBO publicity.
- An outline of your presentation, including presentation style and format (handouts, interactive, computer lab)

Speaker Information

| | | | | |
|----------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|
| First Name | | Last Name | | |
| Title | | Organization Name | | |
| Address | | City | ST | Zip |
| Work Phone | Mobile Phone | E-mail | | Website address |
| Facebook Page | Twitter handle | Slide Share Address | LinkedIn Page | |
| NAWBO Member? | | <input type="checkbox"/> Yes, I am a member of NAWBO Atlanta <input type="checkbox"/> No, I am not a member of NAWBO | | |
| <input type="checkbox"/> Yes, I am a member of another NAWBO chapter | | | | |
| Program Format? | | <input type="checkbox"/> Live Luncheon presentation <input type="checkbox"/> Half-day Workshop <input type="checkbox"/> Webinar | | |

Title of Presentation

Topic Details

Details on the topic you would like to speak on in the form of a proposed promotional paragraph (~200 words or less) which may be used on the website or in any other NAWBO Greater Atlanta publicity.

Top 3 Take-aways

1. _____
2. _____
3. _____

Biography

Please enter your biography or information describing your credentials for speaking on this subject.

AV Requirements

Reference Information

Please provide the date and contact information for another presentation you've done in the last year.

Once complete, please submit this application to Tracy Stuckrath, tracy@thrivemeetings.com, along with the following:

- Speaker sheet describing your credentials for speaking on this subject (academic, business, experience, professional training)
- A photo that can be used for marketing purposes if your presentation is selected. File size must be less than 2MB.