



## DYNAMIC PRESENTERS WANTED!

If you are willing to share your expertise as a speaker or panelist, please let MetroAction staff know. We are interested in presentations on various business and professional educational topics designed for all levels of experience (beginner, intermediate and/or advanced).

### Topics of Interest:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Accounting/Bookkeeping    | <input type="checkbox"/> Customer Service           | <input type="checkbox"/> Home-based Businesses |
| <input type="checkbox"/> Business Plan Development | <input type="checkbox"/> Financing & Loan Packaging | <input type="checkbox"/> Internet Marketing    |
| <input type="checkbox"/> Strategic Planning        | <input type="checkbox"/> Financial Analysis         | <input type="checkbox"/> Legal Issues          |
| <input type="checkbox"/> Management                | <input type="checkbox"/> Marketing & Advertising    | <input type="checkbox"/> Market Research       |
| <input type="checkbox"/> Human Resources           | <input type="checkbox"/> Public Relations           | <input type="checkbox"/> Sales                 |
| <input type="checkbox"/> Taxes                     | <input type="checkbox"/> Technology                 |  |

### Program Format:

You may tailor your presentation in the way that best suits the material you will be providing. Please allow time at the end of your presentation for questions from the attendees.

### Presenter Guidelines:

- All speakers are responsible for their own travel and lodging expenses unless prior arrangements have been made.
- MetroAction educational sessions are non-commercial forums. Under no circumstances should a MetroAction event/program be used as a place for direct promotion of a speaker's product, service or monetary self-interest.
- Sensitivity to diversity (including racial/ethnic, gender, sexual orientation or disabilities) is extremely important. Speakers should tailor their presentations accordingly.
- Proposed presentations will be evaluated based on relevance, importance, originality and speaker's expertise.

**Please complete the following *Presenter Proposal* and submit the form and attachments to:**

MetroAction  
ATTN: Christina Hitchcock  
PO Box 431  
Scranton, PA 18501  
Tel: (570) 342-7711  
Fax: (570) 347-6262  
Email: [chitchcock@metroaction.org](mailto:chitchcock@metroaction.org)

An affiliate of the Greater Scranton Chamber of Commerce



## PRESENTER PROPOSAL

Thank you for your interest in presenting at a future MetroAction event. Please complete the following questions, providing as much detail as possible. You should complete a separate proposal for each proposed topic.

### Contact Information:

Presenter's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Have you been a presenter in the past?  Yes  No

When and where is your next scheduled public presentation? \_\_\_\_\_

### Presentation Information:

Presentation Title: \_\_\_\_\_

General Presentation Topic:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Accounting/Bookkeeping    | <input type="checkbox"/> Customer Service           | <input type="checkbox"/> Home-based Businesses |
| <input type="checkbox"/> Business Plan Development | <input type="checkbox"/> Financing & Loan Packaging | <input type="checkbox"/> Internet Marketing    |
| <input type="checkbox"/> Strategic Planning        | <input type="checkbox"/> Financial Analysis         | <input type="checkbox"/> Legal Issues          |
| <input type="checkbox"/> Management                | <input type="checkbox"/> Marketing & Advertising    | <input type="checkbox"/> Market Research       |
| <input type="checkbox"/> Human Resources           | <input type="checkbox"/> Public Relations           | <input type="checkbox"/> Sales                 |
| <input type="checkbox"/> Taxes                     | <input type="checkbox"/> Technology                 |  |

Length of time for presentation:  1-2 hours  4 hours  6-8 hours  More than 8 hours

Required audience knowledge level:  Beginner  Intermediate  Advanced  N/A

Presentation Type:  Lecture  Hands-On  Panel discussion  Case study

Do you charge a fee?  Yes  No If "Yes", what is your fee? \_\_\_\_\_

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**PRESENTER PROPOSAL PG 2**

**Presentation Information:**

What are the learning objectives of this presentation? Include any tools or techniques that the audience can apply to their job. For example: By the end of this session, attendees will know how to...

Objective 1: \_\_\_\_\_

Objective 2: \_\_\_\_\_

Objective 3: \_\_\_\_\_

**Travel Availability: (check all that apply)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Carbon County     | <input type="checkbox"/> Monroe County      | <input type="checkbox"/> Wayne County   |
| <input type="checkbox"/> Lackawanna County | <input type="checkbox"/> Pike County        | <input type="checkbox"/> Wyoming County |
| <input type="checkbox"/> Luzerne County    | <input type="checkbox"/> Susquehanna County |   |

**Required Attachments:**

• **Brief presentation description (one page or less)**

Describe the presentation material. You may include a presentation outline and/or any handouts that you will use with the presentation.

• **Description of presenter's expertise and qualifications (one page or less)**

What makes you qualified to present on this topic? Do you have any special certifications or affiliations that would set you apart from other presenters? Describe any past presentation engagements. If you are proposing co-presenters for this topic, please include separate attachment for each co-presenter.

• **Professional references (minimum of three)**

Include a list of professional references. Professionals who have observed you presenting or consulting on this topic are preferred. If you are proposing co-presenters for this topic, please include separate attachment for each co-presenter.

**If you have any questions about this proposal or if you would like to discuss a potential presentation in more detail, contact:**

**Christina Hitchcock**  
**Tel: (570) 342-7711**  
**Email: [chitchcock@metroaction.org](mailto:chitchcock@metroaction.org)**

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