



The Knoxville Chamber is currently seeking proposals for its educational series, Chamber U

Chamber U workshops and seminars can range in length from 1-hour to 3 hours, depending on the time needed to thoroughly cover the subject.

The application deadline for workshops to be given during the first two quarters of 2010 is December 11, 2009. A task force made up of Chamber members will review the applications and select the speakers on or near January 6, 2010.

We are interested in seminars on the following topics (however, submittals on other topics will be considered):

Finance & Operations Topics	Market & Relationship Savvy Topics	Technologically Aware Topics	Personally & Professionally Prepared Topics
<ul style="list-style-type: none"> • How to use Quicken Effectively • HR Law • Immigration Law • Cash Flow Management • Cost Containment 	<ul style="list-style-type: none"> • Advertising 101 • How to Measure Your Advertising Efforts • Design and Execution of a Public Relations Campaign • How to Prospect For New Clients • How to Keep The Clients You Have (Customer Service) • How to Network • The Design, Execution and Evaluation of a Survey • How to Use Social Networking To Grow Business 	<ul style="list-style-type: none"> • How to Utilize the Internet for Business Related Research • eCommerce 101 • Utilizing Mobile Technology • Understanding Website Analytics 	<ul style="list-style-type: none"> • Strategic Planning • Management Development • Time Management • Project Management • Conflict Management • Leadership Training • How to Attract and Keep "A" Team Employees • Ways (other than \$\$) to Reward Employees

To formally apply to be a Chamber U presenter, please mail this application along with any supporting documentation. Incomplete proposals will not be considered. Your business must be a member of the Chamber to be considered. Mail or email to:

Lori Fuller, Director of Events • lfuller@knoxvillechamber.com
Knoxville Chamber, 17 Market Square, #201, Knoxville, TN 37902



Chamber U Speaker Application

(Attach additional sheets as necessary)

Lead Presenter Information

Name: _____ Company Name: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Work Phone: _____ Mobile Phone: _____ Email Address: _____

Co-Presenter Information

Name: _____ Company Name: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Work Phone: _____ Mobile Phone: _____ Email Address: _____

Presentation Information

Title: _____

What topic (see above) will your presentation cover? _____

Length of the presentation: 1 hour _____ 1.5 hours _____ 2 hours _____ 2.5 hours _____ 3 hours _____

What objectives/skills will participants learn from your presentation?

1. _____
2. _____
3. _____
4. _____
5. _____

Presentation Abstract

Please submit your presentation abstract in narrative and/or bullet form. (Attach additional sheets as necessary)

Speakers Fee

Please note that the Chamber prefers workshops offered at no charge. However, if a fee is required, it must be accompanied by a money-back guarantee.

AV/Presentation requirements

Please circle any audio/visual needs you will have

- Laptop
- Flip Chart
- LCD Projector
- Dry Erase Board w/Markers
- Other (specify) _____

Attachments

Please attach a copy of your bio.

Please attach an outline of your presentation or if utilizing PowerPoint a handout of your slides (6 per page).

References

Please provide 3 professional references who can attest to your presentation skills.

Name: _____	Company Name: _____	Phone: _____	Email: _____
Name: _____	Company Name: _____	Phone: _____	Email: _____
Name: _____	Company Name: _____	Phone: _____	Email: _____

Agreement

A. No more than two-percent of the total seminar time may be spent promoting the company's products or services. Presenters will be offered one table to display handouts, brochures or other materials and will be provided a list of attendees for follow-up.

B. The Chamber reserves the right to change, cancel, or add sessions based on registration numbers or other factors.

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a presenter, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal from the series.

Printed Name: _____

Signature: _____

Date: _____

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Thank you for completing this application and for your interest in programming with us. If you have further questions about Chamber U, please contact Lori Fuller, Director of Events, at 865-637-4550 or by email at lfuller@knoxvillechamber.com