

WE Presentation Proposal

To be considered as a guest speaker or program presenter at Women's Empowerment, please complete this proposal form and e-mail it to gloria@womens-empowerment.org with attachments of your resume and/or a short 50-100 word professional bio.

Basic Information

Your Name					
Job Title					
Organization					
Phone	()	Cell Phone	()	FAX	()
E-mail Address:					
Web Site					
Mailing Address					
City		State		Zip Code	

Tell Us About Your Presentation

Our program sessions sometimes vary in length. Please **check** all the formats below in which you can provide a version of your proposed presentation.

	15 Minute Meeting
	30 Minute Meeting
	60 Minute Meeting
	90 Minute Meeting

1. Describe the focus of your presentation and proposed topic area (no more than 50 words)
2. List three major learning objectives of your presentation:

At the end of this session, participants will be able to:

Example:

At the end of this session, participants will be able to:

- Identify three conflict management approaches
- Describe personal triggers that create an anger response
- Practice one conflict management approach during group role play

4. Briefly describe how you will involve participants in your presentation.

5. Describe and ***please attach***, any take-away materials (tools, templates, checklists) that you will provide to the audience.

Tell Us About You

1. Please attach a current resume, and/or short bio of 50-100 words.
2. Please list the two most recent presentations or training sessions you have given (either in the workplace or externally).

Presentation Title: _____

Audience: _____

Date: _____

Presentation Title: _____

Audience: _____

Date: _____

3. Please provide two professional references (persons who have seen you make a presentation within the last year and could discuss your ability with a representative of our Chapter).

Name: _____

Title: _____

Org.: _____

Phone: _____

E-mail: _____

Name: _____

Title: _____

Org.: _____

Phone: _____

E-mail: _____

4. How did you hear of Women's Empowerment?

THANK YOU FOR YOUR SUPPORT AND INTEREST IN WOMEN'S EMPOWERMENT!