



Thank you for your interest in a speaking engagement with Greeley Business Women's Network!

Requirements:

- Your topic should be informational or how to, and run a maximum of 20 minutes.
- Talks 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. The Board reserves the right to end the speaker's time early if they start to engage in direct sales with the members.
- There are no funds available for speaker fees or travel
- Provide a headshot and mini bio for invitation and introduction purposes
- Wear professional attire
- Prepare for your presentation
- Let the GWBN board know of any special requests. Laptops will not be provided.
- Presentation handouts are welcome but not required

How to apply

- Fill out the application and send via email to Sela Young at info.ncbwn@gmail.com
- Attach any additional info that may assist in our decision process (i.e. media kit, bio, cd/dvd of your presentation, etc.)
- Complete one application for each proposal

Cancellation

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

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

Date

Signature



SPEAKER APPLICATION

Speaker Name	
Company Name	
Address	
City, State, Zip	
Phone	
Email	
Website	
Presentation Topic	
Overhead Projector	YES NO
Screen	YES NO
Electricity	YES NO
Speaker Table for books, flyers, etc	YES NO

Would you be available as a backup speaker in the event that someone else needs to cancel?

YES ____ NO ____

*must be approved by the board

Email this completed form, along with the signed speaker application, headshot in .jpg, and brief bio (to be used for marketing and introduction purposes) to Sela Young at info.ncbwn@gmail.com



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Signature



SPEAKER APPLICATION

Speaker Name	
Company Name	
Address	
City, State, Zip	
Phone	
Email	
Website	
Presentation Topic	
Overhead Projector	YES NO
Screen	YES NO
Electricity	YES NO
Speaker Table for books, flyers, etc	YES NO

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City, State, Zip	
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Website	
Presentation Topic	
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Electricity	YES NO
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