



THE LANCASTER
CHAMBER
OF COMMERCE & INDUSTRY

2010 Professional Development Fridays Speaker Guidelines

Thank you for your interest in being a part of our Professional Development Fridays. This new initiative will help to enhance the culture of continuous improvement and create member to member connections. We will hold two sessions every Friday at Southern Market Center – session one will be held from 9 to 11 a.m. and session two will be held from 1 to 3 p.m. All sessions are free to attendees.

Speaker forms are available online at www.lancasterchamber.com then “Professional Development” then “Speakers Bureau.”

Fees:

Facilitator:	Chamber Members: \$250*	Prospective Members: NA
	Laptop Rental: \$50	Projector Rental: \$50
Attendees:	Chamber Members: Complimentary	Prospective Members: \$25

*Speaker fees include the use of a meeting room (tables, chairs, screen and podium), beverages (coffee/water), registration, pre-event promotion (website, newsletter, Action Line, bimonthly postcard, enewsletter and email reminder to registrants) and post-event follow up (registration list, name tags, mailing list of attendees and evaluation forms). *Please note that fees are non-refundable.*

Guidelines:

- The session must be classified as professional development (not a commercial for your services or personal in nature). It may be a condensed version of a longer program you offer.
- The session is strictly limited to two hours. *You may check-in to the room for set-up an hour prior to your start time and must be cleaned up and checked-out within one hour after.*
- You will need to provide your own copies, materials, supplies and technology. If you are looking for technology assistance or rentals, please contact The Chamber at 717.397.3531 – as there is a \$50 rental fee per piece of equipment.
- Each member will be limited to one session per quarter. If sessions are still open, you may be able to offer another session (not the same topic). You may submit more than one proposal each quarter.
- There is no guarantee of attendance and all sessions will be expected to go as planned even if only a single registration is received.
- Please submit copies of all evaluations before you leave Southern Market Center. Receptionist will make the copies and turn them in. The originals are yours to keep.
- Enter into a cooperative marketing effort with The Chamber.
- If you plan to have any catering, please make your own arrangements with a Chamber member caterer. The Chamber will provide you with a list upon requested. Please remember this still must fall into the time frame of your session.
- If you want any other contact information from the participants, please remember to collect that during your session.

Available Sessions: *Session I: 9 to 11a.m.;*
Session II: 1 to 3 p.m.

Quarter I:	January 8, 15, 22, 29	February 5,19,26	March 5, 12, 19
Quarter II:	April 9, 23, 30	May 7, 14, 21, 28	June 4, 11, 18, 25
Quarter III:	July 2, 9, 16, 23, 30	August 6, 13, 20, 27	September 3, 10, 17, 24
Quarter IV:	October 1, 8, 15, 22, 29	November 5, 12, 19	December 3, 10, 17

Approval Process:

<u>2010 Sessions</u>	<u>Proposals Accepted</u>	<u>Acceptance Notification</u>	<u>Agreement & Payment Due</u>
Jan/Feb/Mar	Nov. 20-Dec. 14	December 18	December 23
Apr/May/Jun	Jan. 1 – 29	February 5	February 12
Jul/Aug/Sep	Apr. 1 – 30	May 7	May 14
Oct/Nov/Dec	Jul. 1 – 30	August 6	August 13

For additional information, contact Marita Skacel, professional development manager of The Chamber, at 717.397.3531 or mksacel@lancasterchamber.com. To complete an online speaker application, visit www.lancasterchamber.com then “Professional Development” then “Speakers Bureau.”