



PROPOSAL SUBMISSION FORM

BWF proposal submissions should include the following typed information in the same order as it is listed below

Proposals are due by Friday, November 16, 2018 at 4:30 PM

Contact Information:

- Primary Contact (Last Name, First Name), Company Name, Title
- Street Address, City, State, Zip Code
- Phone Number, Email
- Chamber(s) of Membership (*Required*)
- Social Media Account Names including Facebook, LinkedIn, Twitter, Instagram, Blog, etc.

Presentation/Session/Workshop Information:

- Presentation Title
- Presentation Summary (typed in 120 words or less)
- Learning Objectives (Please state at least three (3) Learning Objectives for your proposed topic)
 - o i.e.: ***After participating in this workshop, participants will be able to...***
- Please indicate the format of your presentation/session/workshop:
 - o Lecture
 - o Panel of Experts
 - o Group Discussion
 - o Workshop
 - o Other – Please be specific
- Please indicate what audience experience level (demographic) your presentation topic is geared towards:
 - o Emerging Professionals
 - o Career Advancement
 - o Leadership
 - o Transitions
 - o Personal Development

Biographical Paragraph of Speaker:

- In fifty (50) words or less, describe your background and expertise.

Professional References:

- Three professional reference (required)

The following information is for co-presenters. Please fill out for each co-presenter, including each panelist (if submitting for a panel session)

Co-Presenter(s) Information (if Applicable):

- Primary Contact (Last Name, First Name), Company Name, Title
- Street Address, City, State, Zip Code
- Phone Number, Email
- Chamber(s) of Membership (*Required*)
- Social Media Account Names including Facebook, LinkedIn, Twitter, Instagram, Blog, etc.

Biographical Paragraph of Speaker:

- In fifty (50) words or less, describe your background and expertise.

Professional References:

- Three professional reference (required).