



**REQUEST FOR PROPOSALS
FOR
PROFESSIONAL CONFERENCE
SPEAKERS**

2019 Business Women's Forum Event
Messiah College
Calvin and Janet High Center for Worship and Performing Arts
1 College Ave
Mechanicsburg, PA 17055
www.businesswomensforum.com
Wednesday, May 22, 2019

RFP Proposals are due Sunday, November 18, 2018 at 11:59pm

I. Purpose:

The purpose of this Request for Proposals (RFP) is to solicit proposals for professional conference speakers for the upcoming Business Women's Forum, sponsored and co-hosted by the Carlisle Area Chamber of Commerce, Harrisburg Regional Chamber & CREDC, and the West Shore Chamber of Commerce.

Conference speakers must be willing to provide their services *pro bono public* (without expectation of payment) for the good of professional women and men and in support of the goals and objectives of the Business Women's Forum. Presenters selected through this proposal process can expect a wide range of exposure before conference attendees and are welcome to attend all conference activities, including meals, free of charge on the day of the event.

II. Business Women's Forum Mission:

Business Women's Forum is a Chamber of Commerce collaboration that promotes, inspires, and empowers women in business through professional development and relationship building.

III. Background:

The Business Women's Forum event expects conference attendance of approximately 400 attendees, the majority of whom participate for the professional development workshops and networking opportunities. Attendees represent a variety of professional industries, such as finance, healthcare, sales and education. BWF tailors its break out sessions to the professional levels of its attendees, including entry level, middle management or executive and c-suite professionals.

The 2019 Business Women's Forum will be held at Messiah College at the Calvin and Janet High Center for Worship and Performing Arts on Wednesday, May 22, 2019. The atmosphere will be one of fun and learning in a business casual environment, with numerous opportunities for professional development and networking. The Business Women's Forum will feature a variety of learning formats, including concurrent breakout sessions, a general session keynote address, and an exhibitor area featuring event sponsors and local companies seeking to do business with professional women and men.

IV. General Information:

- 1. RFPs are due by email no later than 11:59 p.m. on Sunday, November 18, 2018. Proposals should be submitted to wschamber@wschamber.org with the subject line: RFP – BWF Speaker.**
2. Proposals will only be accepted from members of a Chamber of Commerce – this can be any Chamber of Commerce.
3. Presenters may submit as many proposals as they like, but each topic must be submitted separately. The Program Committee evaluating the RFPs groups the submissions by topic during the selection process and **failure to submit topics separately will disqualify your proposal.**
4. Proposals submitted by the due date will become property of the Business Women's Forum and will not be returned. **Proposals received after the due date will not be considered.**
5. All presenters who made proposals will be notified of the results of this solicitation. It is expected that if you are selected as a professional presenter, you will honor your commitment to speak at our event.
6. Business Women's Forum breakout sessions and speaking opportunities are available as follows. Presenters may submit proposals for any or all of the services requested, by submitting separate RFPs.
 - Breakout Session Presenter; 45 minutes in length, intended audience 50 – 100 conference attendees.

V. Specific Proposal Instructions

Proposals for conference presenters should include the following information in writing in the same order as it appears on the Proposal Submission Form.

- A. **A completed Proposal Submission Form** including your full name, title, and company (as applicable), mailing address, phone number with area code, and email address. Please include your Social Media Account Names for BWF to promote and follow.
- B. **Presentation/Session/Workshop Information.**
 - a. State the proposed title of your presentation, session, or workshop. Business Women’s Forum reserves the right to suggest changes in the proposed session and to edit the session title if your proposal is accepted.
 - b. In one hundred and twenty (120) words or less, describe your proposed topic for your presentation.
 - c. State at least three (3) Learning Objectives for your proposed presentation/session/workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participant’s knowledge, skills, and behavior. For each objective, use the format: **“After participating in this workshop, participants will be able to…”**
 - d. State the format for the proposed presentation/session/workshop.
 - i. Lecture
 - ii. Panel of Experts
 - iii. Group Discussion (presenter and audience interact and discuss various points of a given topic)
 - iv. Workshop
 - v. Other. Please specify.
 - e. Indicate the audience experience level (demographic) your presentation topic is geared towards:
 - i. Emerging Professionals
 - ii. Career Advancement
 - iii. Leadership
 - iv. Transitions
 - v. Personal Development
- C. **Biographical Paragraph of Speaker.** In two hundred and fifty (250) words or less, describe your background and expertise which qualifies you as an expert in your subject presentation. This description may appear in the promotional materials and will be used to introduce selected speakers on the day of the Business Women’s Forum event.
- D. **Professional References.** Provide the name, addresses, telephone numbers and/or email addresses of three (3) references, specify the context in which the references know you and are familiar with your skills as a workshop presenter or speaker.
- E. **Co-Presenter/s Information.** If co-presenter/s are being proposed for your presentation, please provide their name/s, mailing addresses/es, phone number/s, fax number/s, and email address/es as well as the same information required in the specific Proposal Submission Form.

On behalf of the Business Women’s Forum Program Committee, thank you for taking the time to submit a proposal.

VI. General Observations

1. Attendees prefer speakers to provide handouts.

2. Time management for your topic is important. When speakers try to cram too much into their sessions and can't complete within the time allotted, attendees indicate on the forms that they feel like they missed out on something.
3. Attendees want to hear a presentation, not someone who just stands in front of the room and reads from a slide show.
4. Try to bring something new to the table. For example, there have been many work-life balance topics in the past and attendees at this point are looking for more than an elementary introduction.
5. Attendees want to be educated or informed. When a presentation is heavily focused on marketing a service or product, they complain on the evaluation forms.

VII. Suggested Presentation Topics

The topics below are suggestions from previous attendees and should not limit you in proposing another presentation topic.

1. Diversity
2. Financial Planning
3. Etiquette
4. Customer Service
5. Cross-Generation
6. Personal Development
7. Personal Growth
8. Marketing



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 Sunday, November 18, 2018 at 11:59 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 two hundred and fifty (250) 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 two hundred and fifty (250) words or less, describe your background and expertise.

Professional References:

- Three professional reference (required).