



**Speaker Application for WiBN Lunch & Learn and Training Programs**

Women in Business Networking (WiBN) is always looking for speakers who are willing to share their expertise with our members and guests. WiBN's mission is to connect like-minded women in business to personal and professional resources. We support, educate, and inspire each other as we expand WiBN and our respective businesses. The purpose of this speaker application is to match quality speakers for the monthly WiBN Lunch N Learns and Winstitute Leadership Series Workshops.

We look for presentations that provide practical and useful information to an audience representing a broad range of interests from the corporate woman, women of non-profits to the woman business owner. Once we receive your completed form we will contact you with further details of dates, times, etc that match our open dates and topics. Due to budget constraints WiBN does not compensate speakers. We do understand the needs of your business and do allow promotion for back of the room promotion and sales.

We look forward to hearing back from you so we can get you scheduled. We confirm speaking dates 3 - 12 months in advance. We are now scheduling speakers for January 2011 through December 2011.

Topics include:

Business Development: sales, marketing, networking

Success Story: women owned business sharing start up, growth, or other success related topic

Profitability: money, systems, etc.

Personal Development: goal setting, powerful conversation, life balance, etc.

Thank you for your interest in WiBN and taking the time to complete the Speaker Match Application. We appreciate your application, expertise and willingness to share with the Miami Valley women's business community.

Lunch and Learn's are 30- 40 minutes in length and Winstitute Leadership Series are normally 1 1/2 hours.

Name: \_\_\_\_\_

**General Information**

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Areas of Expertise** *(please circle your top three areas of expertise and attach outlines from your previous presentations –include program title and length) Lunch and Learn’s are 30 minute presentations. Training sessions vary in length.*

- Self-Improvement
- Legal Management
- Communication
- Marketing
- Time Management
- Customer Service
- Environmental
- Sales
- Financial

- Advertising
- Business/Personal Branding
- Business Planning
- Entrepreneur
- Health & Wellness
- Etiquette
- Safety
- Human Resources
- Other \_\_\_\_\_

**Brief Biography** (please attach a copy of your resume)

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Please indicate what audio-visual support or other presentation materials your session requires. WiBN will provide basic audio/video support as requested. This would include a projector and/or screen, etc. Requests for special items must be approved by the WiBN. (please check all that apply)

- Screen
- Overhead projector
- Digital projector
- Other \_\_\_\_\_

We strongly encourage handouts for session attendees. If your presentation is in Power Point format, copies of your slides are an excellent handout. Any promotional items (business cards, brochures, etc.) for your business may be displayed on the back table for attendees to pick up at their own leisure.

**Please list two references from where you have presented in 2007**

Name of Organization: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Name of Organization: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Please note: All applications will be reviewed and speakers will be contacted based on interest.*

*Applications will be kept on file for two years.*

Please submit application to Jeanne Porter, Women in Business Networking, P.O. Box 861, Springboro, OH 45066 or via fax at (937) 535-0633.

- SPEAKERS: I actively work within the industry of my presentation topic.
- SPEAKERS: I will provide a minimum of 48 hours cancellation notice to program team contact and WiBN.
- SPEAKERS: I will not promote my products or services during my presentation.
- SPEAKERS: I will not arrange an additional or substitute speaker.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Speaker Match: Submission Form (Please type or print legibly)

Mail or email submissions to:  
 Women in Business Networking  
 P.O. Box 861  
 Springboro, OH 45066  
 Email to [jporter@womeninbusinessnetworking.com](mailto:jporter@womeninbusinessnetworking.com)