**Date of Submission**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRESENTER INFORMATION**

First Name

Last Name

Company Name

Work Address

Work Suite

Work City, State & Zip

Work Phone

Work Email

Mobile Phone

**CONTACT, Other than the presenter – if applicable**

First Name

Last Name

Work Phone

Work Email

**SUBJECT MATTER – Limit of three [3] from these areas: Label as “1”, “2” and “3”**

Business Growth

Customer Service/Experience

Generational Issues

Government/Politics/Public Policy

Leadership

Marketing/Communications/Social Media

Financial Management

Human Resource Management

Operations Management

Organizational Governance

Risk and Compliance Management

Motivation/Inspiration

Personal Growth/Development

Recruitment/Retention

Teamwork/Teambuilding

IT/Cybersecurity

HVAC Technology/Trends/Innovation

OSHA/Safety Issues

Succession Planning

**ABSTRACT**

Provide a ***brief*** [150 words or less] abstract on the subject matter(s) selected. The abstract should include a description, outcome and value to the attendee. If more than one abstract, label as “1”, “2” and “3” to correspond to the subject matter(s).

**BIOGRAPHICAL SKETCH**

Provide a brief biography which should include how you are an expert in the selected topic area(s).

**PRESENTATION LENGTH**

Provide the length of the presentation. Minutes

**FEES & REIMBURSEMENT**

Provide the fee for the presentation. Dollars

Will reimbursement for travel and related expenses be required? No Yes

**REFERENCES**

Provide two references or complete evaluations from recent previous speaking engagements.

First & Last Name

Organization

Phone

Email

**NOTIFICATION**

1. Any misleading or incorrect information may lead to a disqualification of the Request.
2. The final selection decision rests with the Board of Directors or their designated Committee/Executive Director.
3. If approved, the Presenter will be submitted with a Speaker Agreement which will contain all the Terms & Conditions for the speaking engagement.