



SPEAKER & TIMELINE INFORMATION

Thank you for being our luncheon speaker! Here are a few things we need from you to help make this program a success:

Needed Upon Speaking Confirmation:

- Logo (png, jpeg, eps)
- Title of Presentation & one sentence description of topic
- Presenter Name
- Name, email & phone number of primary contact for this program

Preferred 8 weeks out:

- Photos & bios of presenter(s)
- Full description of presentation (1-2 paragraphs / 200 words)

Needed 2 weeks out:

- Names of staff in attendance (2 complimentary; please note any severe dietary restrictions, we do our best to have a variety.)
- *additional pre-registered staff; cost \$20 rsvp at www.hermantownchamber.com or call ahead at 218-729-6843.

Day of:

- Bring any literature, business cards, signage, banners
- Bring any giveaway items if you'd like. The chamber provides a drawing box for our members.

Arrival: We invite all speakers to arrive 30 minutes early. Please let us know if you would like an earlier tech check-in time. We have volunteers to place your organization's materials on tables. We provide name badges for your pre-registered staff. The program begins at noon.

Suggestions and tips for Speaker (if desired)

- Power Point presentation is available – presenter will need to bring presentation on a flash drive or available wirelessly. Wireless Internet is available as well. Please inform us if you are planning on utilizing any AV. Please bring your own laptop and “clicker” if possible.
- Share background of self and company/organization
- Updates or changes within your company or organization
- Share your industry trends, opportunities and challenges
- Allow a few minutes of Q&A with our members

The Chamber is delighted to have you as our guest and speaker. Please do not hesitate to reach out to the staff with any questions in advance of the luncheon. Thank you for your support!