



KAMLOOPS CHAMBER

OF COMMERCE

YOUR BUSINESS CONNECTION

**REQUEST FOR PROPOSALS
2018 SEMINARS & WORKSHOPS
RELEASED: NOVEMBER 2017**

REQUEST FOR PROPOSALS

The Kamloops Chamber of Commerce strives to foster business success and provide education and professional development opportunities to the business community. The goal of the Seminar & Workshop Series is to offer sessions to Chamber members that will provide them with experience, information, tools and skills to help them in their day to day operations.

The purpose of the RFP is to secure presenters for our 2018 Seminars & Workshops Series.

PRESENTER BENEFITS

- Company exposure in events e-bulletins leading up to the presentation
- Hyperlink in events e-bulletin to company website
- Company logo displayed on events materials
- The Kamloops Chamber of Commerce will be responsible for registrations and room setup
- Presenter may distribute business cards/brochures at end of session
- Presenter will receive list of participants including contact information

ELIGIBLE BIDDERS

- Persons who have experience and expertise in the topic areas listed below
- Delivered by a person with a passion for speaking and strong presentation skills
- Presentations that attempt to market or sell a product or service will not be considered

PRESENTATION DETAILS

Presentations should meet the following requirements:

SEMINARS

- 1.5 hours in length (including Q&A time) to fit a session
 - Times include: 8:00am – 9:30am, 11:30am – 1:00pm, 12:00pm – 1:30pm, 3:00pm – 4:30pm
- Designed for an audience of 15-20 people
- Ability to present sometime between January – November 2018
- A few suggested topic areas (note: these are just suggested, we are open to other topics that you believe would be relevant to our membership):
 - A brand & its Importance
 - Award recognition & why it should be a part of your marketing plan
 - Basic bookkeeping
 - Basic graphic design
 - Basic payroll
 - Blogging for Business
 - Business etiquette
 - Effective marketing techniques
 - Event marketing & promotion

Acacia Schmietenkop | Events Coordinator

Kamloops Chamber of Commerce

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- Financial First Aid for managers & HR
- Hiring practices including recruiting, interviewing & reference checks
- Importing & exporting
- Incorporation vs. proprietorship
- Leadership
- Media Training including how to get your business into the media
- Pricing & costing your product
- Project management
- Rules around licensing a product, patents, trademarks and royalties
- Sponsorship & why it should be a part of your marketing plan
- Social media
- Tax tips for your business
- Workplace wellness

WORKSHOPS

- 4 hours in length to fit session from either 8:00am-12:00pm OR 1:00pm – 5:00pm
- Designed for an audience of 15-20 people
- Ability to present sometime between January to November 2018.
- A few suggested topic areas (note: these are just suggested, we are open to other topics that you believe would be relevant to our membership):
 - Basic bookkeeping
 - Basic payroll
 - Hiring practices including recruiting, interviewing & reference checks
 - Incorporation vs. proprietorship
 - Leadership
 - Marketing techniques
 - Media training including how to get your business into the media
 - Social media
 - Workplace wellness

PROPOSAL GUIDELINES

All submissions must contain the following information in as much detail as possible on a maximum of two pages:

- Title of presentation
- Format of presentation (seminar, workshop, etc.)
- Presenter(s)' names, titles and/or occupations
- Topic area the presentation applies to (see list of topic areas above)
- Outline of presentation content
- Promotional statement/images (to advertise to Chamber members)
- Audio/visual supports needed
- Presentation materials to be distributed and any support that may be required
- Testimonial(s) from past clients
- Video of past workshops/seminars OR availability to present your topic to the Chamber staff

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Please Note: The Kamloops Chamber of Commerce has a limited budget, therefore, seminars are to be at no charge to the Chamber. The Chamber is willing to discuss payment for workshops. The Chamber will charge attendees a nominal fee for seminars, to cover event costs. Workshop fees will vary depending on the session and presenter.

SUBMISSION DEADLINE

Proposals must be received in the Kamloops Chamber of Commerce office **no later than 4:00 pm Friday December 15.**

Please submit proposals to:

Email: events@kamloopschamber.ca

Mail or in person: 615 Victoria Street, Kamloops, BC V2C 2B3

Presentations will be evaluated by the 2018 Event Committee and successful candidates will be notified of the committee decision by January 19, 2018.

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