



GREATER PARKLAND  
REGIONAL CHAMBER



### *Presenter Application Package*

The Greater Parkland Regional Chamber offers its members the opportunity to present at our monthly Lunch and Learn educational series presented throughout the year. These series are offered on the second Tuesday of every month from 12:00-1:00pm, virtually via Zoom.

#### **What the Chamber will do:**

- Promote the series to our members through our website, e-Blasts, and social media platforms.
- Manage registration for the event.
- Distribute of any electronic material to registered attendees up to 24 hours in advance.
- Find an appropriate space for the session (virtually, for now).
- Cover associated costs (Zoom fees).
- Take care of lunch and beverages (as applicable).
- Send reminders to attendees about the upcoming series.
- Record the event for registered guests to have for future reference (30 days).
- Follow-up with and referring potential customers to the series host.

**What the Presenter will do:**

- Finalize the content of the series and forward it to the Chamber office no less than two business days before the event.
- Provide of any printed material including brochures, documents, or promotional items.
- Ensure proper function of all equipment being used.
- Keep within the one-hour time slot, including time for a Q&A.
- Offer follow up instructions and contact information as appropriate to all registered guests.
- Follow up with Chamber through a survey created for all presenters as feedback.

**2021 Lunch & Learn Series**

**Business Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Presenter Name (if different):** \_\_\_\_\_ **Presenter Title:** \_\_\_\_\_

**Presenter Email:** \_\_\_\_\_ **Presenter Phone:** \_\_\_\_\_

**Topic Description:**

**2021 Date Selection (indicate your top three preferences)**

<input type="checkbox"/>	January 12	<input type="checkbox"/>	February 9	<input type="checkbox"/>	March 9	<input type="checkbox"/>	April 13
<input type="checkbox"/>	May 11	<input type="checkbox"/>	June 8	<input type="checkbox"/>	July 12	<input type="checkbox"/>	August 9
<input type="checkbox"/>	September 13	<input type="checkbox"/>	October 4	<input type="checkbox"/>	November 8	<input type="checkbox"/>	December 13

**Presenter Cost:**

If the business will receive an increase in business from the presentation, the presentation is considered “FOR PROFIT” and the fee is \$200 plus GST.

If the business is presenting for educational purposes only, and will not receive an increase in business, the presentation is “NOT FOR PROFIT”, and the fee is \$100 plus GST. Presenters will be invoiced upon date confirmation and acceptance of this form. The invoice needs to be paid in full prior to the start of the presentation.

**Attendee Cost:**

Advance registration to all education series is required.

Members: \$25 for virtual events and \$45 for in-person events.

Non-members: \$35 for virtual events and \$50 for in-person events.

Lunch is included for all in-person events

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Signature

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Date