

## ***Big Sky ASTD Chapter***

### ***Request for Presenters Guidelines***

#### **Need for Speakers**

Every year the Big Sky ASTD Chapter seeks local speakers to provide education and training for its membership and the community at large. We look for the special presenter who can challenge and prepare us with the leading edge information for workplace learning through inquiry, analysis and application.

#### **Presentation Themes**

Big Sky ASTD uses elements of the ASTD Competency Model as the thematic source for all of our monthly presentation opportunities.

The themes for our monthly meetings, webinars, and our professional development events are the nine [Areas of Expertise](#) identified by our national organization as essential knowledge and skill for our profession. Any workplace learning professional strives to have knowledge, skill, and professional aptitude in these areas.

#### **Introduction**

In this section you will find information helpful to prepare your proposal. If you have questions, please contact: Russ Hall – Director of Programs: [russ.hall@fib.com](mailto:russ.hall@fib.com).

#### **ASTD Membership**

Membership in ASTD (national or local chapter) is not required to submit your proposal as a presenter, but members will receive preference when considering similar proposals.

#### **Payment & Expenses**

The Chapter budgets the monthly meetings to break even with fixed costs (location, food and audio visual). We ask speakers at monthly meetings to volunteer their time; however, we do pay for the presenter's meeting fee, which includes a meal.

#### **Proposal Submission**

All those submitting a proposal to speak must use the chapter's proposal form: <http://astdbigsky.memberlodge.org/RFPSubmission>.

#### **ASTD Logo Use**

The ASTD logo is available to use on any announcements or material with written permission from the organization.

<b>Marketing Guidelines</b>	<p>You can use the name of your business, business address and contact information on your handout.</p> <p>You can display your marketing materials and sell your products at the presenter's table.</p> <p>Please do not include any verbal or written marketing or sales content for your services as part of your presentation.</p> <p>We sincerely hope the visibility as an expert in the field will be rewarding to you and result in follow-up from participants.</p>
<b>Value to You as a Speaker</b>	<p>Being a featured speaker at a Big Sky ASTD chapter meeting has many benefits. Attendees come from a variety of industries and companies, which makes it a great networking opportunity. Big Sky ASTD will feature you on our chapter <a href="#">website</a> and include a link to your website. We will also include you in our annual report as well as provide you with evaluations and feedback about your presentation.</p>
<b>Presentation Length</b>	<p>Presentations should last 45 to 50 minutes.</p>
<b>Audio/Visual Support</b>	<p>You will need to provide us with a list of audio/visual equipment you plan to use. The Big Sky ASTD chapter has some access to a/v equipment.</p>
<b>Selection Criteria</b>	<p>We select speakers using the following criteria:</p> <ul style="list-style-type: none"><li>• Topic is directly aligned with the designated <a href="#">Areas of Expertise</a></li><li>• Clearly stated learning objectives</li><li>• Minimum of one interactive activity during your presentation</li><li>• Two references familiar with your presentation style</li></ul>
<b>Questions?</b>	<p>Email Russ Hall – Director of Programs: <a href="mailto:russ.hall@fib.com">russ.hall@fib.com</a></p>