

## **SPEAKER GUIDELINES**

**Please send questions to:**

**John Astorga ([john.astorga@sbcglobal.net](mailto:john.astorga@sbcglobal.net))**

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### **SECTION I -- Overview**

Members of the ATD SF East Bay Chapter are tremendously appreciative that you are interested in being a presenter at one of our meetings. To be sure that this is a wonderful experience for everyone, we are offering the following guidelines for those with whom we are able to work.

1. We work to have events confirmed at last three months in advance, and sometimes may have bookings up to a year in advance of the presentation date.
2. We strive to offer presentations to our members on a variety of training topics (please see "Speaker Proposal Form" for general themes), so work to match presenters with topics which have are not receiving adequate attention through our current offerings.
3. Those whose proposals are not accepted should hear back from us within two months of the date they sent their submission. Those who are to be offered a definite presentation will hear back within a similar period of time. Those whose proposals are being held for future consideration will be notified that this is the case and contacted again if/when their proposal is again actively under consideration; those waiting for updates can contact us for updates at least on a quarterly basis if they have not received a formal follow-up call or note.
4. Please remember that our primary audience is comprised of those working in training and staff development, and includes those new to the profession as well as those who have a lifetime of experience in the field. Our members tell us they come to our activities because they want to learn from colleagues and walk away with practical, cutting-edge tools and information which they can immediately put to use on behalf of their organizations and those they serve.

### **SECTION II – For Those Who Are Scheduled As Presenters**

5. Believing that we can all learn from each other, we are happy to work with presenters who want assistance with drafts of their PowerPoint presentations. Please let us know at least one month before the date of your presentation if you would like this level of help; we can review your materials for narrative flow, effectiveness of design, and the consistency of style from slide to slide which leads to great presentations.
6. We are always happy to provide space, during the meeting, for you to leave copies of materials which promote your work; we ask that any additional face-to-face efforts you make to promote your work be handled as the event formally comes to an end and that your formal presentation focus on the topic which has drawn our members to the event.

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### **SECTION III – Actions/Deadlines**

- Final title and program description, if different from what you originally proposed  
***Due six weeks before date of presentation***
- List of equipment needs  
***Due four weeks before date of presentation***
- PowerPoint presentation for review  
***Due four weeks before date of presentation***  
***Any revisions agreeable to all parties: two weeks before presentation***
- Additional notes/information to be used during the introduction of the presenter at the event  
(please note that the event Master of Ceremonies reserves the right to edit introductions submitted by presenters)  
***Due two weeks before date of presentation***
- Copies of handouts/PowerPoint presentations for audience  
***Speaker to bring on the night of the presentation***

#### **Equipment needs: (please check any which apply)**

- Microphone
- Laptop
- Projector
- Flip chart/markers
- Other (please specify):