

1. HOW TO SUBMIT:

- a. Complete the form below. You may type directly onto this document, then save to your desktop as a WORD doc, PDF or a .txt doc and send to the Program Chair Barb Tyler at btyler@icdflooring.com. We need your proposal at least 60 days before your scheduled program.
- b. You will be our guest for the luncheon at which you present and we invite you to bring as many additional people as you like at the member price of \$25.00 each.

2. PRESENTATION LENGTH WILL BE NO MORE THAN THIRTY (30) MINUTES. Prepare a description of your presentation including:

- a. The three learning objectives of your presentation.
- b. At least three specific benefits to having this knowledge (ex. You'll learn 10 strategies to increase employee performance).
- c. How did you gain your expertise on this topic?
- d. Why is this topic important to women in business?

3. PRESENTER Name:

- a. **Title:**
- b. **Organization:**
- c. **Address:**
- d. **Daytime Phone:**
- e. **E-mail:**
- f. **BIO**

Please let us know what equipment you might need. If you are doing a PowerPoint Presentation, please email a copy to Barb Tyler for backup. We will have a microphone for you to use during your presentation. We have found that in order to be heard in this room, it is necessary to use it.

- 4. Submit all materials to both Barb Tyler (btyler@icdflooring.com) and Tammy Kearney (tammykearney@comcast.net)**