**Date of Submission**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Presenter Information**

First Name

Last Name

Company Name

Work Address

Work Suite

Work City, State & Zip

Work Phone

Work Email

Mobile Phone

**Contact, if other than Presenter**

First Name

Last Name

Work Phone

Work Email

**Subject Matter – ONE TOPIC PER FORM**

 Business Growth

 Customer Service/Experience

 Emotional Intelligence

 Financial Management

 Generational Issues

 Government/Politics/Public Policy

 Human resource Management

 Innovation/Transformation

 Leadership

 Lifestyle/Work-Life Balance

 Marketing/Communications/Social Media

 Motivation/Inspiration

 Operations Management

 Organizational Governance

 Patient-Centered Care

 Personal Growth/Development

 Recruitment/Retention

 Risk and Compliance Management

 Teamwork/Teambuilding

 Technology/Cybersecurity

**Presentation Length**

Provide the length of the presentation. Minutes

**Fees & Reimbursement**

Provide the fee for the presentation. Dollars

Will reimbursement for travel and related expenses be required? No Yes

**Abstract**

Provide a ***brief*** [150 words or less] abstract on the subject matter selected. The abstract should include a description, outcomes, and value to the attendee.

**Biographical Sketch**

Provide a brief biography which should include how you are an expert in the selected subject matter.

**References**

Provide two references or complete evaluations from recent previous speaking engagements.

**First Reference**

First & Last Name

Organization

Phone

Email

**Second Reference**

First & Last Name

Organization

Phone

Email

**Notification**

Any misleading or incorrect information may lead to the disqualification of this Request. The final decision rests with the Board of Directors and/or their designated Committee/Executive Director.

If approved, you will be sent a Speaker Agreement which contains the Terms & Conditions for the speaking engagement.