

Dear Prospective Speaker:

Thank you for your inquiry into becoming a speaker at an upcoming event of the ATD SF East Bay. Here is the information we routinely provide to anyone interested in presenting at one of the Chapter's monthly meetings.

You will find a Speaker Proposal Form attached to this email message in the hope that your interests and expertise will match at least one of the broad subject areas of training we try to cover. You should also find an attachment which outlines our general Speaker Guidelines and a review of what you can expect in terms of responses from us. Additionally, for your speaking engagement to be considered "booked", you must return a signed Speaker's Contract to us. Please review our chapter website at your earliest convenience (www.atdsfeastbay.org) for up-to-date information on programs which have been successfully scheduled.

The key to a successful event, for our members, is that it offers up-to-date, stimulating ideas which they can implement when they return to their workplace and also is conducive to the lively discussions which are common to our events. We are fortunate that an increasing number of our members return to our events each month based on our assurance that they will be engaging in great two-way interactions with first-rate presenters they may not otherwise encounter.

We try to book events at least three months in advance (our preferred time frame so that we can adequately publicize events) and have, at times, been booked as much as one year in advance.

If you are interested in proceeding, please return a completed Speaker Proposal Form to us, and do not hesitate to contact us if you have any questions about the process.

Thank you again for your interest.

With warmest regards,

John Astorga Programming Director, john.astorga@sbcglobal.net

ATD SF East Bay, www.atdsfeastbay.org