



WSBA Signature Event Speaker Application

Thank you for your interest in speaking at the 7th Annual **Pittsburgh Entrepreneur Conference and Honoring Extraordinary Women Awards Luncheon**, hosted by the Women’s Small Business Association. Please direct any questions to Susan Miller, WSBAfounder@gmail.com

Provide Your Contact Information

Presenter’s Name _____

Job Title _____

Company/Organization Name _____

Company/Organization Address _____

City _____ State _____ Zip _____

Phone _____

Fax _____

Email _____

Website _____

NOTE: If the session being submitted is to be co-presented with other individuals, list their names, titles and affiliations below. Each presenter is required to complete a separate application in order for this presentation to be considered.

Co- Presenters _____

Job Title _____

Affiliations _____

Describe Your Presentation Fields

Topic Area _____

All presentation topics MUST pertain to the theme of the event. All presentations must be in an educational format. Company commercials or highlights will not be accepted.

Please check the appropriate area: Sales _____ Financing _____ Life/Work Balance _____
Customer Service _____ Branding and Marketing _____
Other _____

Describe the Content of Your Presentation

Audience Level

Indicate which audience your presentation is most appropriate. (Select one)

Individuals new to the industry that want to learn the fundamentals _____

Individuals knowledgeable about the industry who want more in-depth information _____

Industry veterans who want new, innovative ideas and concepts _____

Outline Your Presentation Fields

Presentation Title _____

Learning Objectives

Indicate five outcomes that attendees will derive by attending this session

By attending this presentation, participants will learn to:

Learning Objective 1 _____

Learning Objective 2 _____

Learning Objective 3 _____

Learning Objective 4 _____

Learning Objective 5 _____

Speaker Profile Fields

For an attendee to learn more about you and your level of experience, please write a brief, biographical paragraph in narrative form (no bullets or highlights), about your professional career, including information about your educational history, awards and honors received, and items you have authored that may be pertinent to this presentation and/or our audience.

NOTE: All speakers will also need to submit a headshot to WSBA for marketing purposes. **Biography** 200 words or less; WSBA reserves the right to edit as necessary.

Experience

List the organizations where you've presented in the past year, include the date, topic, and approximate audience size

WSBA's policy is to cover the event expenses of admission, food, and non-alcoholic drinks for the speaker only, for each presentation. WSBA will cover one hotel night, room and tax only, as it applies. If you have additional requirements, state them here, as they will not be considered after you submit this application. Enter "None" if you do not have any additional requirements.

Additional Comments

Include any additional information that would assist us in reviewing your application.

Speaker Guidelines

The speaker presentation must adhere to the following guidelines.

Please check each one.

Presentation will be no more than 35 minutes. _____

Speaker will not highlight their company in their presentation. _____

Speaker will only distribute educational information during their presentation. _____

Speaker will use only the speaker table to distribute company information and to sell merchandise. _____

Speaker will distribute only the event marketing material that is provided by WSBA. _____

SIGNATURE _____ DATE _____

About the Women’s Small Business Association TM

Started in 2007, by Susan Miller, The Women’s Small Business Association TM is a networking resource for professional women.

OUR MISSION: To be a valuable resource to businesswomen, by helping and stimulating small and start up businesses throughout Pennsylvania. The goal of the WSBA is to foster women’s economic independence by helping them develop skills needed for entrepreneurial success through networking and education.