

## Lunch & Learn Overview and Agreement Form 2018

**Thank you for your interest in proposing a presentation for a Lunch and Learn Session.**

The purpose of the Chamber's 2018 interactive Lunch and Learn series is to provide Members the opportunity to present on topics that are validated by receiving positive feedback when identified to members. For the presenter to present an engaging and interactive session that will provide insights to members that they can immediately take away to help their business/organization prosper and thrive. The presentation cannot be 'sales' based. Members will be given the opportunity to 'vote' on which workshops they want to see held in 2018. Presenters will be sharing their expertise on a selected topic, not openly promoting their specific business, products and services.

### The Role of the Presenter is as follows:

- Develop an interactive presentation that will generate interest in the membership to participate based on identified needs of members (Chamber surveys)
- Provide the Chamber with information about workshop including title and description
- Include 3 bullet points answering the following questions:
  1. Who would benefit from your presentation?
  2. Why should they attend your presentation?
  3. What will they learn/take away with them?
- Provide an image that represents the workshop to the Chamber to post on social media and for use in our promotion of the workshop
- Promote **Your Session** to your contacts, clients and the public to generate interest.

### The Role of the Chamber is as follows:

- Provide space for presentation, including projector and WIFI.
- Provide coffee/tea and a light snack.
- Promote workshop on our Chamber website, through eblasts, in our enews and through our social media platforms leading up to the workshop and as a thankyou post event
- Consult with the membership through a survey to determine level of interest in the Lunch & Learn session(s) being proposed
- Provide member feedback to the Presenter on the membership level of interest
- Follow up with next steps to either

### Angela Caparelli

Member Services

Telephone: 250-287-4636

e-mail: [mbrservices@campbellriverchamber.ca](mailto:mbrservices@campbellriverchamber.ca)

Website: [www.campbellriverchamber.ca](http://www.campbellriverchamber.ca)

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To commit to a Workshop the Member/Organization must agree to the following terms:

- A minimum of 5 people are required to be signed up 48 hours prior to the session. The Chamber reserves the right to cancel the workshop with a \$25 fee being charged to the Member/Organization.
- If the Member/Organization cancels the workshop after the contract has been signed they will be charged an admin fee of \$100.

The 2018 Lunch & Learn Session is a service and benefit offered by the Chamber to provide timely, relevant, insights to help our members “Connect, Grow and Prosper.”

The estimated minimum value of the profile received from the Chamber promoting this event online, in our enews, in our eblast and through social media is \$500.

To be considered for a 2018 Lunch & Learn Session opportunity, Presenters are requested to complete the following questions and email to [mbrbusdev@campbellriverchamber.ca](mailto:mbrbusdev@campbellriverchamber.ca)

1. Who would benefit from your presentation?

2. \_\_\_\_\_  
Why should they attend your presentation?

3. \_\_\_\_\_  
What will they learn/take away with them?  
\_\_\_\_\_

**Presenter Information:**

**Presenter Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Angela Caparelli**

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