**To submit a proposal to be considered as a speaker for one of our programs, please complete this form and return it to** **info@chesapeakeplannedgiving.org****.**

**SPEAKER INFORMATION**

|  |  |
| --- | --- |
| Speaker |       |
| Job Title |       |
| Company |       |
| Address |       | Suite |       |
| City |       | State |       | Zip |       |
| Phone |       | Cell |       |
| Email |       |

**Optional:**

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Credentials |       | Professional License/Certification |       |

**ADDITIONAL SPEAKER INFORMATION**

|  |  |
| --- | --- |
| Co-Speaker |       |
| Job Title |       |
| Company |       |
| Address |       | Suite |       |
| City |       | State |       | Zip |       |
| Phone |       | Cell |       |
| Email |       |

**Optional:**

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Credentials |       | Professional License/Certification |       |

**SPEAKER CONTACT *(other than speaker - if applicable)***

|  |  |
| --- | --- |
| Contact |       |
| Phone |       | Email |       |

Professional biographical sketch for primary presenter that will be included in promotional and printed materials **(limited to 150 words).**

Presentation Title:

Include three specific continuing education learning objectives for this presentation. **By attending this session, participants will learn:**

Learning Objective #1:

Learning Objective #2:

Learning Objective #3:

Presentation Abstract, including presentation content, description, and how it will benefit our members **(limited to 150 words)**.

Presentations held at monthly meetings and the Planned Giving Symposium will be an hour long. Please include the intended length of presentation.

|  |  |
| --- | --- |
| **Length of Presentation** |       |

**Select the Educational Track that Best Fits your Presentation:**

**[ ]  Fundamentals** – *Introduction of planned giving fundamentals for professionals with 0-2 years of experience*

**[ ]  Donor Relations** – *Best practices in planned giving prospect identification, cultivation, solicitation and stewardship*

**[ ]  Communications and Marketing** – *From tried and true to cutting edge, ideas that work for every size organization*

**[ ]  Advanced** – *Challenging the status quo with fresh ideas and technical concepts for seasoned professionals with 5-10 (or more) years of experience*

**FEES & REIMBURSEMENT**

The fee for this presentation is:

 $

**Note:** If approved, the Chesapeake Planned Giving Council will submit a Speaker Agreement for signature which will contain the Terms associated with the speaking arrangement.

**Presenter Eligibility**

|  |
| --- |
| *Two references or evaluations from previous speaking engagements must be included with your submission*      |
| *Please list four previous speaking engagements, the year of the presentation and the number of individuals in the audience.*      |