

Request for Workshop Proposals

Business Smarts 2019

We are seeking presenters for our January-December 2019 Business Smarts Sessions on topics that help meet the many challenges of business management and ownership.

Business Smarts sessions are held on the 2nd Friday of every month at the JMU Ice House, 127 W Bruce Street, Harrisonburg, from 8:00-9:30am.

- Session Topics might include: customer support, human resources, accounting & finance, legal issues, marketing, sales, operations, technology, competition, strategic planning, work/life balances, discussion of a business-oriented book, etc.
- A goal of every Business Smarts session is that attendees leave with practical information they can put to use in their business or professional life.

PROPOSAL SUBMISSION

Your Proposal for a Business Smarts Presentation must include the following:

1. A suggested title for your workshop
2. Brief description of workshop content and the desired outcomes/take-aways for attendees
3. Your Name, Title or Position, and Business Affiliation
4. Contact info: Email address, Daytime phone number, Web address of business
5. 3-4 sentences about your professional experience and/or education relevant to the topic
6. Availability: indicate if there are any months Jan-Dec 2019 when you cannot present.

Submit your proposal via email with the subject line “Business Smarts Proposal” to: sheena@hrchamber and krechjh@jmu.edu
by 5:00pm, Friday, November 16, 2018.

Notes: 1) Incomplete proposals will be dis-regarded. 2) Professional expertise on the subject matter should be self-evident in the content. We do not allow presentations to be used as “infomercials” or solicitations for a specific business, product, or service.

FYI: Here’s a **Typical Agenda** for Business Smarts sessions:

7:30-7:50 Arrivals and set-up for Presenter. Coffee and donuts provided.

8:00 Chamber/SBDC Hosts welcome attendees and introduce the presenter & topic

8:10-9:20 Presentation and Discussion/Q&A. Computer/Projector/Screen/White Board are available. We will work with you to determine/meet your needs.

9:25 Closing remarks & Announcements by Chamber/SBDC

9:30 Adjourn

Not a presenter yourself, but you know a great topic or speaker? Pass this invitation along or contact us to make a suggestion.

Questions?

Contact Joyce Krech krechjh@jmu.edu or
Sheena Armentrout sheena@hrchamber.org

Business Smarts is sponsored by the Shenandoah Valley Small Business Development Center (SV SBDC), the Harrisonburg-Rockingham Chamber of Commerce (HRCC), and the Shenandoah Valley Chapter of SCORE