

Request for Workshop Proposals

Business Smarts 2017

We are seeking presenters for our January-December 2017 Breakfast 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 American National University (1515 Country Club Road, Harrisonburg) from **7:30-9:00am**.

- Session Topics might include: customer support, human resources, accounting & finance, legal issues, marketing, sales, operations, technology, competition, strategic planning, work/life balances, etc.
- A new option for 2017: lead the discussion of a respected business-oriented book. We have some suggestions or you might have your own.
- 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** for attendees
3. **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 2017 when you cannot present.

Submit your proposal via email with the subject line: Business Smarts Proposal to sheena@hrchamber or krechjh@jmu.edu by 5:00pm, Monday, October 31, 2016.

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

Agenda for Business Smarts sessions:

7:10 Set-up for Presenter

7:15 Attendees begin to arrive; coffee, juice, and light breakfast

7:30-8:00 Hosts welcome attendees and introduce the presenter & topic

7:40-8:50 Presentation and Discussion/Q&A

8:55 Closing remarks & announcements

Note: 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.

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.