



**American Society
for
Training and Development
Northern Rockies Chapter**



Speaker Information and Guidelines

Our need for speakers Every year the ASTD NRC Chapter seeks local and national speakers to provide education and training for its membership. We look for presenters who can challenge and prepare us with the leading edge information on workplace learning.

Events Opportunities Our events include monthly chapter meetings, webinars, and ½ to full day professional development workshops.

Submission form Speakers should submit a Speaker Application Form to be considered as a speaker at one of our events.

Speaking at more than one chapter meeting, workshop, or webinar You can propose to be the speaker for a chapter meeting, a webinar, and a professional development workshop. You will need to submit an application for each. Please read the information below for each type of meeting.

Monthly Chapter Meetings
Format Face to face presentation with learning activities incorporated

Length
50 - 60 minutes

Audio Visual
We provide a projector and screen for your use. You will need to bring your own laptop as needed.

Webinars**Format**

Virtual via phone and web

Length

50 - 60 minutes

Audio Visual

We provide the audio and web presentation tool to be used

**½ - Full Day
Professional
Development
Workshops****Format**

Face to face presentation with learning activities incorporated

Length

60 minutes, 2 hours, 4 hours, or 8 hours (minus breaks)

Audio Visual

We provide a projector and screen for your use. You will need to bring your own laptop as needed.

**Payment and
Expenses**

Please contact the VP of Programs (programs@astd-nrc.org) to discuss the specific details regarding payment and expenses.

Here are the general guidelines that apply:

General Monthly Meetings: The chapter budgets the general meeting to break even with fixed costs (location, food and audio visual). We ask speakers at general meetings to volunteer their time; however, we do pay for the presenter's meeting fee, which includes a meal.

Professional Development Events: The chapter pays the expenses for the speaker.

Webinars: The chapter pays the web and audio expenses and we ask that speakers volunteer their time.

**Selection
Criteria**

We select speakers using the following criteria:

- Topic aligned with the designated Area of Expertise [AOE]
- Clearly stated learning objectives
- Interactive activities included in presentation
- Feedback from your references
- Feedback from others that may have seen you present

Marketing

You can include the name of your business, business address and contact information on your handout.

You can display your marketing materials and sell your products at the presenter's table.

Please do not include any verbal or written marketing or sales content for your services or products as part of your presentation.

We sincerely hope the visibility as an expert in the field will be rewarding to you and result in follow-up from participants.

Questions

Please contact VP of Programs for the ASTD Northern Rockies Chapter programs@astd-nrc.org if you have additional questions about becoming a speaker at one of our events.
