

Dear Prospective Speaker:

Thank you for your inquiry into becoming a speaker at an upcoming event of the ATD Sacramento Chapter. Here is the information we routinely provide to anyone interested in presenting at one of the Chapter's monthly meetings.

You will find a Speaker Proposal Form attached to this email message, in the hope that your expertise will match at least one of the broad subject areas of training and development we seek to present. You should also find an attachment which outlines our general Speaker Guidelines and a review of what you can expect in terms of response times from us.

The key to a successful event, for our members, is a dynamic, informed speaker sharing up-to-date, stimulating, and actionable concepts, which they can implement when they return to their workplace. Our members want engaging and interactive presentations. Please be prepared to integrate them in some type of experiential experience and/or discussion along with a practical take-away for participants to apply concepts they learned.

We are fortunate that an increasing number of our members return to our events each month based on our assurance that they will be engaging in great two-way interactions with first-rate presenters they may not otherwise encounter.

We try to book events at least 3-6 months in advance (our preferred time frame so that we can adequately publicize events) and have, at times, been booked as much as one year in advance.

If you are interested in proceeding, please return a completed Speaker Proposal Form to us. Do not hesitate to contact me if you have any questions about the process.

Thank you again for your interest.

With warmest regards,

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ATD Sacramento Chapter

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