

## **SPEAKER GUIDELINES FOR VCPWN**

VCPWN proudly presents high quality programs with content of general interest to all members, both female and male.

Regular meetings are held the second Thursday of each month January through November and are generally attended by 35-45 members and guests. Potential speakers must either submit a presentation proposal (available on the website to print and fax) or include the required information in an email.

As a non-profit organization dedicated to the mission of education and training for professionals, we are unable to compensate speakers for their time. In lieu of pay, we do provide dinner for the speaker and one guest, as well as a dedicated table for speaker's materials, books or other promotional or for-sale items. Sales are to be conducted by the speaker and/or their guest. The speaker retains all revenues from such sales.

The after-dinner presentation is to be 30-40 minutes in length. The topic must be of general interest, not a sales presentation for a service or goods. Specific items or services for sale may be mentioned during the conclusion of the presentation.

Involving the audience is highly encouraged. Speakers are also invited to bring materials for placement at every seat or table either for advertisement purposes or as support for their presentation.

A lavalier microphone and screen are available. PowerPoint and/or slide or other presentation equipment must be provided by the speaker.

Speakers are requested to arrive prior to 5:30 so that suitable set-up and accommodations can take place.

Notices of the VCPWN monthly meetings are e-mailed to several hundred members and interested persons. In addition, the speaker is prominently featured on our website ([www.vcpwn.org](http://www.vcpwn.org)). Speakers are welcomed and encouraged to submit publication-ready promotional materials and a jpg photo for submission to local media, in addition to advertising the event on their own web sites, blogs, and other social networking sites.

Networking occurs between 5:30 and 6:30. Dinner begins at 6:30. A brief business meeting is held toward the end of dinner. Speakers typically present from 7:40 – 8:30 p.m.

We look forward to your proposal and thank you for giving your time to reach our membership.

Please check our website at [www.vcpwn.org](http://www.vcpwn.org) for further information about VCPWN. The meeting location is The Wedgewood Banquet Center, 5880 Olivas Park Drive, Ventura, CA 93003.

To learn more about the Ventura County Professional Women's Network, please visit our website: [www.vcpwn.org](http://www.vcpwn.org)