To be considered as a guest speaker/presenter at a San Diego Chapter Meeting or for a workshop, please complete this form and email it to office@tdsandiego.org.

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| **Potential Speaker Information** |
| Name First, Last |  |
| Title |  |
| Organization |  |
| Phone numbers |  |
| Email address |  |
| Website |  |
| Mailing Address |  |
| Qualifications / Education |  |
| Years of Experience |  |
| Biography | Please insert a brief bio of approx. 100 words. |
| Photo | Please insert a color headshot photo, as a JPEG or TIF file |
| ATD Member | [ ]  local ATD member [ ]  national ATD member |

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| **Potential Event Information** |
| Duration / Time Frame |  |
| Suggest type of presentation | [ ]  Lecture format[ ]  Panel[ ]  Small group setting[ ]  Workshop: if workshop, please choose one of the following:[ ]  Co-sponsored – ATD SD in charge of logistics(some advertising in exchange for profit share)[ ]  Partnership - Speaker handles logistics(ATD SD provides some services like advertising)[ ]  Other arrangement:[ ]  Other, please specify: |
| Please list 3 most recent presentations | 1.2.3. |
| Please provide 2 professional references (Name, phone number and email) |  |
|  |
| Program Description | Please submit a Title and Subtitle for your presentation, as well as a short description of 100-200 words using this format1) Topic introduction and "attention grabber"2) Key Learning Points: 3-5 things attendees will learn3) Program summary and what attendees will take away |
| Category(select as many as applicable and set in bold) | Designing Learning | Managing the Learning Function |
| Delivering Training | Facilitating Organizational Change |
| Measuring & Evaluating | Managing Organizational Knowledge |
| Coaching | Career Planning & Talent Management |
| Improving Human Performance | Other:  |

|  |  |  |
| --- | --- | --- |
| Speaker |  | Date |
|  |  |  |

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| **ATD Approval Process** (to be completed by ATD San Diego) |
| Do we consider the person qualified to give a presentation to our members? |
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| Does the proposed program benefit the Chapter members, further professional development and/or networking opportunities? |
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| Will the Program/Event add an additional way to reach our Members with Content and/or Networking that doesn’t compete with our existing offerings? |
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| Who could be in charge of facilitating the event? |
|  |
| Who could be in charge of logistics for the event? |
|  |
| Approved as[ ]  Chapter Meeting[ ]  Fireside Chat[ ]  Workshop[ ]  Other[ ]  Not Approved |
| Short comment on reasoning behind the decision |
|  |

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| Programs Co-Director and/or President |  | Date |