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](mailto:office@tdsandiego.org).

|  |  |
| --- | --- |
| **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 |

|  |  |  |
| --- | --- | --- |
| **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 format  1) Topic introduction and "attention grabber"  2) Key Learning Points: 3-5 things attendees will learn  3) 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 |
|  |  |  |

|  |
| --- |
| **ATD Approval Process** (to be completed by ATD San Diego) |
| Do we consider the person qualified to give a presentation to our members? |
|  |
| Does the proposed program benefit the Chapter members, further professional development and/or networking opportunities? |
|  |
| 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? |
|  |
| 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 |
|  |

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