



GEORGIA HISPANIC  
CHAMBER of COMMERCE

# Business Education Series

## PRESENTER APPLICATION

### MISSION

The Hispanic Business Center (HBC) is a nonprofit 501(c)3 nonprofit organization dedicated to helping Hispanic businesses in Georgia accelerate their growth through education and access to resources.

### WORKSHOP DETAILS

- The HBC's Business Education Series are ongoing workshops designed to provide Chamber members and the community with the knowledge, skills, and resources essential to grow their business.
- All presentations must have a practical application to enhance the growth and success of businesses.
- Presentations should be approx. 90/120 minutes in length (including speaker intro, presentation and Q&A).
- The audience is comprised of members and future members representing businesses of all sizes and industries, including non-profits.
- Submission of a workshop application is not a guaranteed acceptance.

To formally apply to be an HBC Business Education Series presenter, please return this application along with any supporting documentation to Norma Zúñiga-Cardoza at [nzuniga@ghcc.org](mailto:nzuniga@ghcc.org). Incomplete proposals will be returned. Your business must be a Chamber member in good standing to be considered.

### PRESENTER INFORMATION

#### Lead Presenter Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

#### Co-Presenter Information \*If no co-presenter, please provide the name of a backup should you be unable to attend.\*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

**WORKSHOP INFORMATION**

1. Proposed Title: \_\_\_\_\_

2. What are the top 1 – 3 topics your presentation will cover?

3. Provide 2-3 sentence descriptions to use for event promotion:

4. What objectives/skills will participants learn from your presentation?

5. Who is your target audience? \_\_\_\_\_

6. If applicable, describe individual and/or group exercises that may be used.

7. How will you promote this seminar?  On my website       Email marketing       Social media  
 Printed materials    Outreach to personal contacts    Other:

8. Would you be willing to offer personal follow-up with individual attendees?  In person    Phone/Skype    No

9. Does your presentation offer any CE credits?  No    Yes

If yes, what type of credits and how many? \_\_\_\_\_

10. Have you given this presentation before?  No    Yes; when and where?

REFERENCES

Please include two professional references, one who can attest to your ability to give an effective presentation and another who can attest to your subject matter expertise.

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PRESENTATION RESOURCES AVAILABLE FROM THE CHAMBER

- LCD projector  Dry erase board with markers

*\*Please note that presenters must bring their own computers and any other necessary presentation tools.\**

REQUIRED ATTACHMENTS

- Biography and/or resume  Presentation slides

PRESENTER AGREEMENT

- The Chamber will market the workshop via emails to membership, its website and social media outlets.
- The Chamber reserves the right to change, cancel or add sessions based on registration numbers or other factors.
- The Chamber will offer one table to display handouts, brochures or other materials and will provide a list of attendees for follow-up.
- I am required to market outside of the Chamber using any or all of the above mentioned tools.
- I am an experienced speaker and am confident in my ability to present my proposed topic.
- I understand that no more than 5 minutes of my presentation time will be spent promoting my company's products or services.
- I will provide the Chamber with any handouts for them to print by the Friday before my workshop.
- I understand that I am required to have a qualified back-up presenter in the event that I cannot attend.
- There will be a \$150 cancellation fee for all seminars cancelled by the presenter within 48 hours of the event.

I agree to the above items and I have reviewed the "Workshop Presenter Expectations" handout.

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Release & License

Your Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Thank you for agreeing to present at a Georgia Hispanic Chamber of Commerce event! In order for us to record, archive and re-broadcast your presentation, we ask that you provide us with certain rights.

### **1. You Grant Us the Right to Record Your Presentation.**

I hereby grant to Georgia Hispanic Chamber of Commerce, and its subsidiaries, affiliates, agents, successors, and assigns (collectively, "GHCC"), the irrevocable royalty-free right and permission to record, copy, use, publish, stream live, offer for sale and sell, or otherwise distribute any audio and/or video recording of me and my presentation made at an GHCC event on the date specified above (collectively, the "Program"). Such right and permission includes, but is not limited to, use of my name, recorded voice or video, transcripts of the same, my photograph or likeness, and biographical information, in all media now known or hereafter devised, in perpetuity.

### **2. You Understand That, While You Own Your Presentation, We Own the Recording, and Can Distribute It (And Any Handouts) to the Public.**

I acknowledge that all rights in the audio and/or video recording of the Program ("Recording") are owned by GHCC. Subject to the rights granted to GHCC in this release, I retain all other rights my work and presentation. I grant to RCC the irrevocable royalty-free right and license to reproduce, prepare derivative works based upon, distribute copies of the work to the public, perform publicly, display publicly, offer for sale and sell all materials prepared or provided by me in connection with the Program and the Recording, including handouts or any material based upon or derived therefrom, alone or as part of a collective work.

### **3. You Release Us From Any Claims When We Exercise These Rights.**

I hereby release and discharge GHCC and its officers, employees, and directors from any and all claims, demands, and causes of action that I may have against them by reason of GHCC's exercise of its rights hereunder including, without limitation, claims based on the right of privacy, the right of publicity, copyright, trademark, and defamation, and I waive all rights I may have under Section 106A of the U.S. Copyright Act ("moral rights").

### **4. You Own All Rights in the Program, and It Doesn't Infringe Any Third Parties' Rights (Such as Containing Third Party Copyrighted Material).**

I represent and warrant that I am the sole owner of all rights in the Program and that the Program does not infringe the copyrights, trade secrets, right of privacy or publicity or other rights of any third party, that it does not contain any defamatory material or any factual inaccuracies (except that which is stated as a matter of opinion). I have full power to convey the rights granted herein. This release and license shall be binding upon me and my heirs, legal representatives, and assigns.

Agreed and authorized by:

\_\_\_\_\_  
Sign above line & Type Name here:

Dated: \_\_\_\_\_