Dear Speaker,

Thank you for your interest in presenting to our members and for donating your time to assist others in job transition. We are pleased to have you join us and share information to help our members with information and ideas around successful job searches. Your presentation time for our event is one hour.

**Important Information**

Please complete the attached speaker form to mycareertransitions@gmail.com with a copy to Annamarie Walter (amwpsu@gmail.com) **at least 3 months prior** to your scheduled presentation. We will use this information to market and prepare for the event. Please partner with us by sharing the meeting information with your colleagues and network. We utilize Eventbrite for event registration. We will send you the Eventbrite registration link as soon as it is activated so that you can use it to help us market the event.

**Agenda**

**9:00 a.m. Speaker arrival to set up technology and sound**

**9:45 a.m. Meeting begins, Housekeeping, Opening Announcements**

**9:55 a.m. Networking Activity**

**10:15 a.m. Introduction of Speaker, Speaker’s Presentation**

**11:15 a.m. Speaker Q & A**

**11:30 a.m. Closing announcements**

**11:45 a.m. Meeting ends**

**Presentation Material**

* Please submit your PowerPoint or other type of presentation to Annamarie Walter (amwpsu@gmail.com) with a copy to mycareertransitions@gmail.com **at least 3 weeks prior** to your scheduled date.
* To ensure your presentation will meet the needs of our audience and venue, we reserve the right to review your presentation and make recommended revisions. If revisions are requested, please send and updated presentation within five business days prior to the event.
* Because of the size and layout of the room, please use a font size of 20 or higher and keep the text at the top and middle of the slide so that the entire room can view the presentation.
* Please limit the use of company or personal logos to only the first and last slides.
* The current technology can display presentations with an aspect ratio of 4:3 or 1024 x 768.
* Please add slide numbers to the footer of each page so we can monitor the timing of your presentation. Your presentation time is one hour and we ask that questions are held to the end of the presentation for the speaker Q & A from 11:15 to 11:30.
* Penn State provides standard laptop with Windows OS and Microsoft Office software, AV equipment, wireless PowerPoint clicker and a lavaliere or hand held microphone. Please notify us if your presentation was not created with a Windows program so we can worth through any potential challenges prior to our event.
* Please bring a copy of your presentation on a flash drive and send your final presentation no later than 5 business days prior to the event to Annamarie Walter (amwpsu@gmail.com) with a copy to mycareertransitions@gmail.com.
* Videotaping of the event is NOT permitted by the speaker or participants.

**Handouts**

Because My Career Transitions is a volunteer organization, we do not have a budget for handouts. If you are able to, please make copies of the handouts for the participants. We typically average about 150 attendees at each event and if we anticipate any significant deviations, we will provide you with an estimated count the weeks of the meeting. If you are not able to provide printed copies of the handouts, please submit them to Annamarie Walter (amwpsu@gmail.com) with a copy to mycareertransitions@gmail.com to be posted on the My Career Transitions website so the participants are able to print the handouts in advance of our event.

**Attendee Information**

It is not our practice to share attendee information with speakers. If you want to obtain email addresses of attendees, please bring your own sign-up sheet so that participants can voluntarily sign up for your mailing list/follow-up emails. You may also request business cards.

**Sales/Promotions**

The purpose of our group and our events is to give without any intention of getting something back. Your presentation will do this by educating, inspiring, and assisting our members in their job search and career development. In keeping with the spirit of our group which is “People helping people, without direct personal benefit”, we do not allow book sales, seminar sales, service offerings or solicitations before, during or immediately following our events. You will benefit from speaking to our group and from the marketing of the event via several social media outlets. You may display a modest amount of printed materials on your services at the front of the room or make supporting materials available after the event.

**Dates**

We will mutually agree on the month that you will present. Please understand that our dates are set as the 2nd Saturday of the month with our members and with Penn State and they cannot be changed. Please be sure that you can commit to the date as finding last minute replacements is time consuming and challenging for our volunteer team.

**My Career Transitions Contacts**

Please use the contacts for any questions or information you might need prior to your presentation. Please note that we ask you to protect all My Career Transitions volunteer contact information and only include mycareertransitions@gmail.com on any promotional materials, emails or website announcements.

**My Career Transitions Contacts**

My Career Transitions President – Annamarie Walter – amwpsu@gmail.com

My Career Transitions Assistant Programming Director – Debra Morgan - ddmorgan2@comcast.net

My Career Transitions Assistant Programming Director –Amy Kaminski – amykaminski92@gmail.com

My Career Transitions Programming Manager –Elena Perri - elenaperri@comcast.net

My Career Transitions Programming Manager –Dave Koromaus- dkoromaus@gmail.com

My Career Transitions Mailbox - mycareertransitions@gmail.com

NOTE: My Career Transitions reserves the right to reduce or modify seminar information in accordance with any of the guidelines listed above. If the description or bio is too long, some of the information may be omitted.

All speakers are asked to read and understand the guidelines above. We ask that you protect the privacy of our volunteers and members contact information and that this information is not shared without their consent. If you have any questions, please contact Annamarie Walter or your designated Programming Manager for the day of the presentation or send an email to mycareertransitions@gmail.com as this mailbox is monitored weekly throughout the month and daily the week leading up to the event.

Thank you again for your time and efforts in supporting My Career Transitions members.

**My Career Transitions Speaker Information Form**

**Please select all of the 2020 dates that you are available: (no meeting in August or December)**

□ January 11, 2020 □ June 13, 2020

□ February 08, 2020 □ July 11, 2020

□ March 14, 2020 □ September 12, 2020

□ April 11, 2020 □ October 10, 2020

□ May 09, 2020 □ November 14, 2020

**Speaker Contact Information:**

Office phone:

Cell phone:

Email address:

Website:

**Day of Meeting Needs:**

□ Laptop

□ Projector

□ Internet Access

□ Flipcharts (quantity \_\_\_)

□ Other

**Presentation Details:**

1. **Seminar Title** (***please limit to 50 characters*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Seminar Description:** (benefits of participating)
3. **Seminar Objectives** – (At the end of the session, included four or five bullet points the participants will learn)
*
*
*
*
*
1. **Relevant Bio:**

We need your permission to post your presentation on the website for the participants to view and download. Please sign below stating that you give us permission.

Signature