

Request For Proposal

Business Expo & Job Fair Seminars

Tuesday, October 16, 2018

11 a.m. – 4 p.m.

Eau Claire Indoor Sports Center, 3456 Craig Road



Deadline: Friday, August 10, 2018

Introduction:

The Chamber will be offering complimentary seminars at its annual Business Expo & Job Fair and is seeking proposals from individuals who would be willing to volunteer to present a one-hour session. We are looking for topics that would attract job seekers OR employers, such as how to write a resume, employee retention ideas or how to recruit employee in today's job market. We ask that the presenter provides action steps for attendees to follow and implement after the session.

All sessions will be marketed to Chamber members and will be featured in the Business Expo tabloid distributed in the Leader-Telegram and at the door of the Expo.

If interested in presenting, please complete this form and return to Becky Seelen at seelen@eauclairechamber.org or fax to 715-834-1956 by August 10.

Name _____

Business _____

Phone _____ Email _____

Target Audience (check one): ☐ Job Seeker ☐ Employer ☐ Other _____

1. Title of Session:

2. Description of proposed session and what attendees will learn:

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3. Bio of Presenter: Please describe your experience in this area and include any information you would like included in marketing materials:

4. AV Needs: Please list any audio visual needs for this seminar (please note that a PC (not Mac) computer and LCD projector will be available. If you have a Mac computer, please bring your own connectors.)

5. Other Comments: