Business Essential Seminar Series

The Portland Regional Chamber of Commerce is proud to present the “Business Essentials Seminar Series.” This series is designed to provide members with valuable knowledge that they can apply to their business or share with their employees.

All Business Essentials presenters are Chamber members, and all seminars follow the same format. Entries are reviewed by Chamber of Commerce staff, then allotted as time allows. Please list three months that you would prefer. You may send more than one proposal topic to Chamber staff.

A presenter or business can present once per September-June schedule but no more than once in a sixth-month span.

Presentations are free for Chamber members and $10 for non-members. Space is limited to 40 guests, and walk-ins are welcome as space permits.

Chamber staff will facilitate registrations and promotion through social media, email newsletters and website postings. Presenters are responsible for supplying the Portland Regional Chamber of Commerce staff with marketing materials one month before their presentation. That includes:

* An outline of the approved topic
* Name(s), title(s), bio(s) of presenter(s)
* High-res logo in PNG or JPEG format
* Optional: Photo of presenter(s)

Presenters will receive a list of the email addresses of all registrants (both walk-ins and those who registered but did not attend). All promotional material will use the presenter’s logo and link to the presenter’s page of choice.

All Business Essentials presentations must follow the same format:

11:45 a.m.: Arrival of speakers, room prep

12 p.m. to 12:05 p.m.: Event begins

12:05-12:10 p.m.: Introduction from member of Chamber staff

12:10-12:45 p.m.: Presentation on topic as described in marketing materials

12:45-50 p.m.: Q&A

12:50 – 12:55 p.m.: Chamber membership presentation

12:55-1 p.m.: Presenter can make a sales pitch, hand out marketing materials, or ask that attendees sign up or visit a website, etc.

Cancellation: If you are unable to present, please ensure that Portland Regional Chamber of Commerce staff is informed at least 45 business days prior to the event. You will be able to present again, although you will be moved to the bottom of the list.

Food and Drink Policy: Presenters are not required or expected to provide refreshments or lunch during the events. The Chamber of Commerce will provide water and glasses, and guests are allowed to “brown bag” their lunches. However, if a presenter would like to supply the seminar with food from a fellow Chamber member, they may do so.

Thank you for your interest in presenting a Business Essentials Seminar Series. If you have any further questions, please do not hesitate to contact us.

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Your name Date

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Ben Bulkeley Date

Communications Coordinator

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