



NAWBO
ORANGE COUNTY

National Association of Women Business Owners

EDUCATION CENTER PRESENTER AGREEMENT

This document outlines the agreement between the Presenter and NAWBO-OC.

Please complete the following information:

Education Course Date(s): _____

Education Course Location: _____

Estimated # of Participants: _____

Education Course Topic: _____

PRESENTER AGREES TO:

1. Present at the date, time and location agreed upon and to deliver a content rich education program.
2. Not collect business cards, distribute sign up forms or use any other means to gather attendee contact information while presenting the course. A "Request for Additional Information" can be made available for attendees to request follow up. This would be presented during the speaker introduction by the Education Committee Member
3. Not sell or make an offer during their presentation in any form whatsoever. This includes the use of order forms, providing "special offers," and displaying products during the course presentation.
4. If there are any "special offers" provide a brief description of the offer to Barbara Wyrick at b.wyrick@b-wyrickandassociates.com at least 7 days prior to the presentation. Example: "Sue has agreed to give a 10% discount to those attending this session. This offer is good for 30 days following this presentation."
5. Provide via email a brief description of the course being presented and a short bio to be used for introduction to Barbara Wyrick within 7 days following acceptance as a presenter.
6. Provide via email a copy of any handouts, intended for use during the education session to Barbara Wyrick at least 14 days prior to the session for review and approval.
7. Take full responsibility for all personal expenses related to the course including copies of course materials for all participants, travel, lodging and meals.
8. Use of personal computer for the presentation - advise Barbara Wyrick if a projector and screen are needed for their presentation (must be requested no later than 2 weeks prior to scheduled session) – Presenter may save presentation on a flash drive and use the computer at the sight and thus prevent the need for cables, etc. to connect to the projector.
9. Provide easel, flip chart, and marker(s) if needed.
10. Assist in promoting their presentation to their contacts (sessions are open to NAWBO-OC members and non-members)

NAWBO-OC AGREES TO:

1. Promote the education session on NAWBO-OC website and during dinner meeting prior to presentation
2. Promote the education session via at least one (1) email blast to all NAWBO-OC members prior to the session
3. Provide online registration for all participants through the NAWBO-OC website
4. Provide screen and LCD package
5. Provide name tags for participants
6. Provide attendee check in roster
7. Set-up classroom seating
8. Pens and Pads on tables
9. Food and/or Beverage Items
10. Provide a NAWBO-OC representative at session

Signatures represent agreement as outlined above.

Presenters Name (printed) _____
Date

Presenters Signature

NAWBO-OC Representatives Name (printed) _____
Date

NAWBO-OC Representatives Signature

If you have any questions, please contact Barbara Wyrick at
714-809-7326 or the NAWBO-OC office at 714-640-2983.

FAX COMPLETED AGREEMENT TO: Barbara Wyrick at 714-970-5649 **OR**

EMAIL TO: b.wyrick@b-wyrickandassociates.com **OR** mail to address below

NAWBO-OC
1240 N. Jefferson St., Suite G
Anaheim, CA 92807

