



Speaker Proposal Form

2009 Annual Conference
October 22 – 24
Hyatt McCormick Place Hotel - CHICAGO

Contact Information:

Speaker's Name:

Title:

Company Name:

Mailing Address:

City: **State:** **Zip:**

Phone: **Fax:**

Email address:

Website:

Biography: Please provide a 75 – 100 word biography including information about your experience as it relates to the topic you have selected.

Do you participate in any philanthropic activities? Please elaborate if you wish:

CEO will use its best efforts to honor your scheduling request, however we ask for flexibility. Please indicate your preferred date and time:

Friday Morning, October 23

Saturday Morning, October 24

Friday Afternoon, October 23

Saturday Afternoon, October 24

No Preference

Presentation Information:

Please identify your preferred session type:

Keynote Session*

Breakout Session

*Please be advised that keynote session spots are in high demand by speakers and only a few slots are open to fill. CEO will use its best efforts to honor your session request, however we ask for flexibility.

Please list your proposed topic:

Please provide a title that will pique the curiosity of potential attendees:

Use a 100 word maximum for each of the below questions:

For the session content, please identify three key points you are prepared to address. Please give an overview and extended description of the presentation: main idea, sub topics, conclusion. The description should be concise, specific and clearly define the benefit to the potential audience. You may also list what the attendees will learn in the session.

Why do you feel qualified to present on your suggested topic, what is your expertise?

How will your talk excite people?

What do you aim to arouse in the audience?

What will be said in your talk that you feel has not been conveyed in the classroom?

Does your talk educate the audience?

Please describe why you feel you would be a good fit for our collegiate audience.

Speaking Credentials

Please list up to three *previous* speaking engagements. Please include the event names and dates.

Event:
Event date:

Event:
Event date:

Event:
Event date:

Entrepreneurial Related Credentials

For Entrepreneurial Speakers, please provide some background information about your company:

How many companies have you founded?

Please fill in the following information:

Company Name	Year Founded	Privately Held	# of Employees	Sales Volume	Was it Profitable?	Are You Still Active in Top Mgt?
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list any companies from above that you have sold and the year sold:

Company Name	Year Sold

Do you wish to make any comments regarding profitability (optional)?

Has the company (ies) been investigated by a government body or been the object of a civil or criminal complaint in the last four years? Yes No

If yes, please explain briefly:

Speaker Photo

Please attach a photo.

(TIF or JPEG files only - minimum 300 dpi; 3x5)

By attaching a photo, you are giving CEO permission to use this photo in conference promotions. Conference promotions include the use of your photo on the CEO website, printed and/or electronic promotions.

SUBMIT YOUR PROPOSAL BY EMAIL:

Please save your completed form and email to: CEOSpeakers@c-e-o.org

Still have proposal submission questions? Email: CEOSpeakers@c-e-o.org

You should receive an email acknowledgement of receipt within 2 days.

If chosen, you understand and agree that:

- CEO does not pay speaker fees or travel expenses.
- You are allowing CEO to use your name and photo in conference promotions.
- Still, video, broadcast, and/or sound recordings may be made of the conference and by agreeing to participate as a speaker is regarded as permission to participate in still, video, broadcast, and/or sound recordings.
- You will receive one complimentary conference registration which will include any CEO sponsored food functions.
- You will have a Speaker listing and company reference in the conference program and conference web site.
- The dress code is business casual or business.
- You will be required to observe the clock - time slots will be enforced.
- CEO will not allow presentation substitutions on-site.
- You are to refrain from "brochure speak" (advertising pitches) while presenting.
- You are expected to check in with the Conference registration desk at LEAST 30 minutes prior to your scheduled talk or your presentation may be filled with another speaker.
- You are expected to meet with students for at least 20 minutes after your session for informal Q&A in designated "Meet the Speaker" areas.
- You are expected to send in a draft presentation for review six weeks before the event and a final version three weeks before the event.
- Unless approved by CEO and arranged in advance, the only audio visual equipment your meeting room will be equipped with is a standing lectern and wired microphone.
- You are responsible for providing handouts if they are a part of your presentation.
- All submissions will be evaluated by the 2009 Conference Advisory Board.