



**REQUEST FOR PROPOSAL
“COFFEE TALK” & “LUNCH & LEARN” PRESENTERS IN 2020**

As we continue to develop programs and services that add value to your Chamber membership, the Kerrville Area Chamber of Commerce is accepting RFPs exclusively from our members so that they have the opportunity to offer a presentation on the subject of their expertise by hosting one-hour “coffee talk” or “lunch and learn” presentations.

Sessions will be hosted in the Chamber of Commerce Conference Room for one hour, 8-9 a.m. or 12-1 p.m. Join us for coffee (or a brown bag lunch) and a presentation, with time for Q&A and discussion.

General criteria for presenters:

- No solicitation of products or services by the speaker.
- Program must promote the professionalism of members.
- Content must be educational, meaningful, and practical for the business community.
- Program must be delivered by a qualified expert on the topic.
- Presenter is responsible for program materials distributed to attendees.
- Speaker should indicate equipment/technology needs.
- Programs can be presented in a variety of timeframes, but no longer than a total of 50 minutes.
- References required

Coffee Talk topic title: _____

OR Lunch & Learn topic title: _____

Brief description of the program to be presented: _____

Proposals are due **Wednesday, November 13, 2019**, to angela@kerrvilletx.com. Please include a short bio and references.

Presenters will be selected by the Communications Committee.

CONTACT INFORMATION:

Angela North
Membership Relations
angela@kerrvilletx.com
(O) 830.896.1155 (F) 830.896.1175