

We are seeking dynamic, engaging and knowledgeable presenters, on a volunteer basis, for the 2019-2020 training year (September – June).

### **Audience**

The primary audience consists of WESK members, aged 24-55 years. Presentation content and instruction should be geared to a level that is appropriate for the target audience.

The WESK audience will include members who are in the idea, start-up and growth stages of business, many of whom want to develop their competencies, knowledge and technical skills to build and grow their businesses. Your presentation's objective is to enhance the attendee's capacity to learn and explore topics connected to, but not limited to, the areas of Marketing, Small Business Accounting & Bookkeeping, Business Growth/Sustainability, and General Business.

### **Criteria**

Proposals are solicited for 50-minute presentations that are creative, dynamic, and feature best practices in one of the previous stated topic areas. The presentation timeframe will include introductions, presentation material, and question and answer session. Attendees should leave with specific knowledge and skills about various aspects of the topic and how it relates to their future business development. Presentations should provide attendees with educational value and refrain from promoting a specific business, product, or service; unless approved by a WESK Manager.

**If you have a topic that is leading edge and within the area of focus but is not part of the list above, we encourage you to submit your idea for special consideration.**

### **SUBMISSIONS**

All information must be submitted via email by **May 31<sup>st</sup>, 2019** to:  
Diane Souillet  
Training Coordinator, WESK  
[dsouillet@wesk.ca](mailto:dsouillet@wesk.ca)

#### **Submitting the Workshop Abstract**

Presentation abstracts are submitted via email. You must complete a separate abstract for each distinct presentation you wish to submit by the date listed above.

**All applicants will be notified of acceptance, regret or wait listed by June 14<sup>th</sup>, 2019. Presenters are encouraged to upload a photograph and a bio at the time abstracts are submitted. Bios are limited to a maximum of 100 words. The goal of the presenter bio is to provide us with a high-level view of your career and your major accomplishments. Photographs and presenter bios will be included in our marketing material.**

### **Bio Guidelines**

- Full name, current job title and organization's name
- Description of your role in the organization and the products/services it provides
- Highlights from your career as it relates to your current position
- Key civic activities and personal interests
- Degrees, certifications, awards, honours and authored publications

### **Photo Guidelines**

- High resolution 300 dpi JPEG file

### **Submitting the Full Presentation**

Upon acceptance, a PowerPoint presentation template will be provided (if needed) for the creation of your presentation to be delivered at WESK offices. Also, a speaker agreement and disclosure form will be given.

PowerPoint presentations should accompany you the day of the presentation, either through a USB or use of your personal laptop. Please note that we are not suited for Apple products, therefore any connections you may need will fall at the responsibility of the presenter.

### **PRESENTATION FORMATS**

A variety of presentation formats are desirable throughout the year and may include lecture format, panel presentation, or roundtable discussions. Handouts may be appropriate depending on the complexity of the topic. **Presenters are responsible for providing copies of presentation handouts and any equipment (other than a PC laptop) that will be used during the presentation** (*unless arrangements have been made prior to the presentation*).