

## Keynote Speaker Agreement

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Thank you for your interest in being a keynote speaker for one of our monthly events. Below you will find our policies and standards we've set for our programming.

The Lake Nona Regional Chamber of Commerce sets a standard of excellence for keynote speakers at our monthly events. We seek speakers who are influential in the community and whose speaking points will provide inspiring, uplifting, educational, groundbreaking, and/or innovative content that informs our members about the directions of our community to help them build and maintain their businesses. Keynote speakers are NOT to use their time to promote or represent their own business or organization (although they may be *mentioned* as a resource among others in their industry).

The core values we promote for our programs include innovation, wellness, diversity, and community. Our programs should illustrate how these values relate to Members' business growth.

To ensure timely marketing opportunities, recognition and exposure for the event, speakers must submit the following to the Director of Programming at least 30 days prior to the event (preferably sooner):

- **High-resolution, professional headshot in JPG or PNG format**
- **Topic and speaking points**
- **Company logo**
- **Brief biographical information (1 paragraph)**

Speakers should provide their own PowerPoint visuals and handout materials for their presentations:

### **Check here if you will utilize AV equipment**

#### **In Person event:**

- **Speakers should bring their presentation on a flash drive; set up 30 minutes before event.**
- Speakers are permitted to place informational/educational literature on the tables, but no marketing or promotional materials featuring their own business or organization unless the speaker is also a sponsor for the event.
- Speakers can bring one guest to attend without cost. Additional guests are permitted if the speaker is also a sponsor for the event. Please email name of visitor.

#### **Virtual event:**

- **Speakers should email their presentation to [ceo@lakenonacc.org](mailto:ceo@lakenonacc.org); we will also provide share screen and review 10 minutes prior to start of event.**
- Provide name and email for up to two guests participating in Zoom event.

Thank you for sharing your insight and expertise with our Chamber members! If you have any questions or concerns, please reach out to me.

Madelyn@lakenonacc.org

The speaker's signature on this agreement constitutes the speaker's acknowledgement that the speaker has read this agreement and agrees to abide by all of its terms and conditions as stated above.

The Speaker

Lake Nona Regional Chamber of Commerce

By: \_\_\_\_\_/date \_\_\_\_\_  
(Signature of speaker)

By: \_\_\_\_\_/date \_\_\_\_\_  
(Signature of authorized officer)

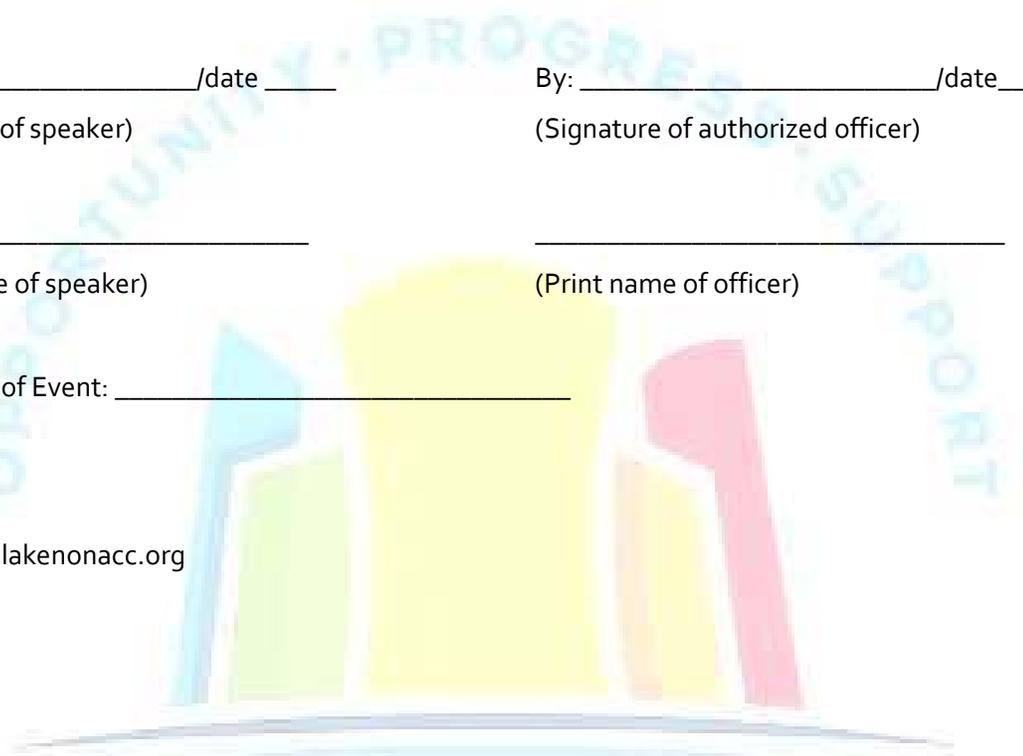
\_\_\_\_\_  
(Print name of speaker)

\_\_\_\_\_  
(Print name of officer)

Date/Time of Event: \_\_\_\_\_

Return to:

[madelyn@lakenonacc.org](mailto:madelyn@lakenonacc.org)



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REGIONAL  
CHAMBER