



What is Expected?

Each **Awake @ 8** networking breakfast features an educational guest speaker. The purpose of your presentation is to be both entertaining and informative. The benefits of being a guest speaker include being featured in promotions for the **Awake @ 8** event and showcasing your knowledge and expertise to a group of local business owners and managers.

Before the Event

At least 5 weeks prior to your Guest Speaker date, please provide Peggy Bielaski, Administrative Assistant, peggy@oschamber.com, with the following:

- Correct spelling of your name and business name
- A digital copy of your photo and/or logo to be included on the website promoting the event
- A title and brief description of your presentation
- Any requirements for your presentation (projector etc.)

Two Weeks Prior to the Event

- If you have handouts that need to be copied, please provide digital versions at this time
- A short bio to be used during your introduction

Guidelines for your presentation:

- Remember your presentation is meant to be **educational**, not self-promotional
- Your speaking topic must be of interest to the business community
- Try to include **useful, actionable** pieces of information
- Keep the presentation to 15 minutes
- Don't include too much information in your presentation. You don't need to teach everything you know on the topic.
- If you did not send your short bio please bring it with you
- Don't forget to provide contact information where people can get more information
- Your breakfast is complimentary
- Door prizes welcome and appreciated
- Enjoy yourself. We're a friendly group and happy to have you share your knowledge.