

## Details for LongsPeakNet presenters

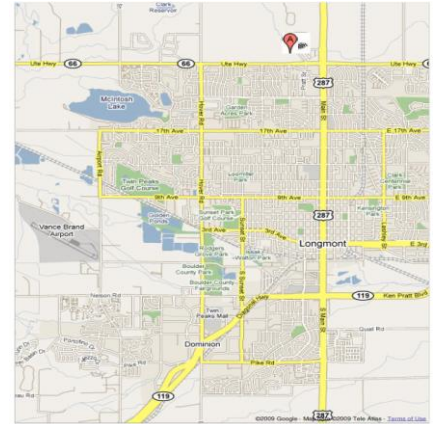
We look forward to your presentation for the Longs Peak Networking Organization. Our group loves practical, insightful information that will help them attain their ultimate goal - well-matched employment. Please let us know if there is additional background information that may assist you in getting your message across. LongsPeakNet is an all-inclusive group embracing members of all ages, faiths, nationalities, occupations, political viewpoints, and race. Please respect these considerations in your presentation.

### **Meeting Location:**

Fellowship Center of LifeBridge Christian Church. 10345 Ute Highway (west of US 287 on Hwy 66). Longmont, CO.

### **Program Agenda**

- 8:30 New member orientation and beginning of open networking
- 8:45 Technical coordination. We use a wireless lapel microphone that is best located about chest level. The transmitter has a belt clip. These considerations might influence your choice of clothing. We will work with you to make it as comfortable as we can and will adjust the sensitivity to match your projection. We also have a wireless handheld microphone, but have found the best method is for you to repeat the question rather than us attempt to walk the handheld microphone to the member.
- 9:00 Program starts. Generally 45 minutes with Q&A of 15 minutes.
- 10:00 Business and announcements such as alumni, job tips, and upcoming events
- 10:15 Open networking time for members This is also a time for you to take questions one-on-one or in small groups, and to answer inquiries about your services.
- 10:30 Breakout session in another room



The auditorium is set up in a classroom configuration with around 100 chairs. It includes a ceiling-mounted projector and very large screen, complete audio capabilities, and wireless Internet access. We are equipped to display YouTube videos and other web-based content during your presentation.

Please send to me a short bio for your introduction.

### **Before the meeting**

- Handouts and supporting materials: Our members appreciate having paper copy. However, some presenters do not want their material to be distributed in paper form. Let me know if you approve of distributing your material in paper form. Do you want to provide the paper copies, or shall we? Please send me the Powerpoint or PDF file via email by Saturday before the meeting if you want us to make copies. Some presenters prefer to provide their own copies with their logo and contact info.
- PowerPoint or PDF file: Be sure to bring it on a thumb drive or CD to the meeting if you haven't emailed it to me already and confirmed that I've received it. Or, you can bring your own laptop.
- Additional Information: You may place business cards and brochures on the resource table at the entrance to the room.

### **After the meeting**

- If you approve, we will upload your presentation in pdf format to the [LongsPeakNet.org](http://LongsPeakNet.org) website for members to retrieve later.

We are looking forward to your presentation and networking.