

Dear ,

Thank you for your ongoing interest in presenting to our members and for donating your time to assist others in job transition. We are pleased to have you share information to help our members with ideas for successful job searches. **Your presentation time for our event is one hour with an additional 15 minutes of Q&A.** After Q&A and a brief MCT closing announcement, we hold 30 minutes of optional networking at the end of our event.

Important Information

Please complete the attached speaker form to mycareertransitions@gmail.com with a copy to Annamarie Walter (amwpsu@gmail.com) **at least 3 months prior** to your scheduled presentation. We will use this information to market and prepare for our event. We ask that you partner with us by sharing the meeting information with your colleagues and network. We utilize Eventbrite for event registration. We will send you the Eventbrite registration link as soon as it is activated so that you can use it to help us market our event.

All MCT events will be virtual until further notice. MCT reserves the right to select the virtual technology platform. We ask our members to turn their video cameras off and mute their microphones so our they can focus on the presentation. If you prefer, we will have volunteers who will help monitor the chat function for you and/or advance your PPT slides. We offer a brief practice session at a mutually agreed date and time about 1 to 2 weeks prior to your presentation to review our day of event logistics and ensure you are comfortable with the technology.

Agenda

9:30 am	Speaker logs into technology platform
9:45 am	Meeting begins, Housekeeping, Opening Announcements
10:00 am	Introduction of Speaker, Speaker's Presentation and Speaker Q & A
11:10 am	Closing announcements
11:15 am	Thirty minutes of optional networking
11:45 am	Event ends

Presentation Material

- Please submit your PowerPoint or other type of presentation to your programming manager, and Annamarie Walter (amwpsu@gmail.com) with a copy to mycareertransitions@gmail.com **at least 3 weeks prior** to our event.
- We reserve the right to review your presentation and make recommended revisions to ensure your presentation will meet the needs of our members. If you update your presentation, we ask your updated presentation is received within five business days prior to our event.
- **In keeping with the spirit of our group, we respectfully ask the use of company or personal logos to be limited to only the first and last slides.**
- Slide numbers should be included in the footer of each page so we can monitor the timing of your presentation. Your presentation time is one hour and we include an extra ten minutes at the end of the program for questions. Q&A timing and format is flexible and will be mutually decided between MCT and our guest speaker prior to our event.

- Our event will **not** be recorded or videotaped.
- MCT volunteers will help monitor the chat and Q&A.

Handouts

If you have handouts, we need advanced copies prior to the event. Send to your program manager and Annamarie Walter (amwpsu@gmail.com) with a copy to mycareertransitions@gmail.com no later than two weeks prior to our event. We will review with you the best way to distribute handouts and obtain your permission to post on the My Career Transitions website if applicable.

Attendee Information

It is not our practice to share attendee information with speakers. You are welcome to invite our attendees to connect with you on LinkedIn.

Sales/Promotions

The purpose of our group and our events is to give without any intention of getting something back. Your presentation will do this by educating, inspiring, and assisting our members in their job search and career development. In keeping with the spirit of our group which is “People helping people, without direct personal benefit”, we ask that you keep book sales, seminar sales, service offerings or solicitation announcements to the very end of the program. You are welcome to use the last slide for promotional information.

Dates

We will mutually agree on the month that you will present. Our event dates are set as the second Saturday of the month and cannot be changed. We ask you to be sure you can commit to the date as finding last minute replacements is time consuming and challenging for our volunteer team.

My Career Transitions Contacts

Use the contacts below for any questions or information you might need prior to your presentation. We request all My Career Transitions volunteer contact information be kept confidential and secure and only include mycareertransitions@gmail.com on any promotional materials, emails or website announcements.

My Career Transitions Contacts

My Career Transitions President – Annamarie Walter – amwpsu@gmail.com
My Career Transitions Programming Manager – Elena Perri - elenaperri@comcast.net
My Career Transitions Programming Manager – Dave Koromaus- dkoromaus@gmail.com
My Career Transitions Programming Manager – Ted Szklenski – tszklen@gmail.com
My Career Transitions Programming Manager – Rich Reese – richreese85@gmail.com
My Career Transitions Programming Manager – Kelly Reene - kreene25@gmail.com

My Career Transitions Mailbox - mycareertransitions@gmail.com



NOTE: My Career Transitions reserves the right to reduce or modify seminar information in accordance with any of the guidelines listed above. If the description or bio is too long, some of the information may be omitted.

All speakers are asked to read and understand the guidelines above. We ask that you protect the privacy of our volunteers and members contact information and that this information is not shared without their consent.

If you have any questions, contact Annamarie Walter or your designated Programming Manager for the day of the presentation or send an email to mycareertransitions@gmail.com as this mailbox is monitored weekly throughout the month and daily the week leading up to our event.

Thank you again for your time and efforts in supporting My Career Transitions and our members.

My Career Transitions Speaker Information Form

Please select all of the 2023 dates that you are available: (no meeting in August or December)

- January 14, 2023
- February 11, 2023
- March 11, 2023
- April 8, 2023
- May 13, 2023
- June 10, 2023
- July 8, 2023
- September 9, 2023
- October 14, 2023
- November 11, 2023

Speaker Contact Information:

Office phone:

Cell phone:

Email address:

Website:

Presentation Details:

Seminar Title: (maximum character length – 50)

Seminar Description: (benefits of participating)

Seminar Objectives – (Include four or five bullet points our members will learn)

In this webinar, you will learn how to:

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Relevant Speaker Bio: (This information will be used for promotion of our event and will be used by one of our volunteers for your introduction on the day of our event.)

We request your permission to post a PDF version of your presentation on the MCT website for our members to view and download. This is an optional request and not required. If you are willing to have a copy of your presentation posted on our site, please provide your electronic signature below confirming we have your permission.

Signature