



SEMINAR / WORKSHOP

REQUEST FOR PROPOSAL

The Chamber is seeking innovative presentations by speakers with experience for the Chamber Seminar Series.

Seminars are educational and may not include multiple references to your own company. You may provide a single piece of literature about your company to the attendees. Seminar Series are held either in-person at the Worcester Regional Chamber of Commerce, or virtually via Zoom.

Presenters are encouraged to incorporate interactive elements or group discussion. Presenters are not paid a fee but will receive recognition through the Chamber's marketing channels. The Chamber marketing efforts will include email blasts, newsletters, social media, direct mail, as well as advertisements and a calendar listing on the Chamber's website.

Required information:

- Your name and title, company, address, email, phone and fax
- Title of the presentation
- Summary of the presentation (a paragraph to be used for publicity)
- Detailed outline or description of the presentation
- Target audience for this presentation
- A / V requirements
- Speaker's bio and photo (high resolution file)
- References

All proposals must be submitted to:

Mary Mackenzie, Interim Programs and Events Coordinator
mmackenzie@worcesterchamber.org
508.753.2924, ext. 224

or mail to: Worcester Regional Chamber of Commerce
311 Main Street, Suite 200, Worcester, MA 01608

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