

BOMA/Chicago Brown Bag Lunch Speaker Application

Brown bag lunches for BOMA/Chicago members feature hot topics in Commercial Real Estate. Participants bring their lunches and hear speakers with expertise in a variety of topics related to office buildings.



This seminar is to provide information regarding the subject matter - sales presentations are prohibited. Specific promotion of your company is limited to a brief explanation of your services. You are welcome to provide brochures about your company and business cards. If specific potentially proprietary information about your customers is used in the presentation, permission must be obtained from those customers. Presenters should avoid commentary about their competitors.

Presentations are limited to an hour and a half with the understanding most attendees prefer hour-long presentations that are interactive and allow time for questions. Lunches begin at noon and are held in conference rooms of member buildings. Attendance ranges from 10 to 50 participants. Please direct questions and completed applications to Lisa Bluhm, Director of Education, at 312-870-9612 or lbluhm@bomachicago.org.

Today's Date:

Seminar Topic:

Name of contact person:

Company:

Address:

Email: _____ **Phone:** _____

Topics included in the seminar:

Explain the relevancy of the seminar to commercial building owners and managers:

Who is the best audience for this presentation (property managers, engineers, security, etc.)?:

Name of the presenter(s):

Title:

Company:

Speaker's Expertise and experience in the subject matter:

Speaker’s public speaking experience:

Please list organizations for which this seminar has been presented:

Please list up to three references who have attended/sponsored seminars led by this presenter. At least one of these references must be members of BOMA/Chicago.

Reference #1

Name:

Company:

Email: Phone:

BOMA/Chicago member yes no

Reference #2

Name:

Company:

Email: Phone:

BOMA/Chicago member yes no

Reference #3

Name:

Company:

Email: Phone:

BOMA/Chicago member yes no

Describe the handouts or participant material (if any):

Please list any limitations on dates that would be inconvenient for scheduling the seminar.

List the audio/visual equipment you will bring to the presentation:

List the audio/visual equipment you request to have provided on site:

I agree to conform the “Brown Bag” presentation of my organization to the requirements specified in this application.

Signature _____

Date _____