

CHARTER 100 PROGRAMS COMMITTEE SPEAKER NOMINATION FORM

Date Submitted:

*All speakers and dates must be approved by the Executive Committee.
Do not make a commitment prior to obtaining confirmation from the Programs Committee.*

SPEAKER CONTACT INFORMATION

Name: <input style="width: 95%;" type="text"/>	Telephone: <input style="width: 95%;" type="text"/>
Email: <input style="width: 95%;" type="text"/>	Affiliation/Title: <input style="width: 95%;" type="text"/>

PROPOSED PROGRAM

Proposed by C100 Member: <input style="width: 95%;" type="text"/>	Preferred Date(s): <input style="width: 95%;" type="text"/>
Preferred Meeting Type: <input type="radio"/> Virtual Meeting <input type="radio"/> On-site Luncheon <input type="radio"/> Either	
Program Topic: <input style="width: 95%;" type="text"/>	
Description: <i>Please provide a short description of the topic, the speaker's qualifications, and why you feel this will be of interest to members. The Programs Committee will work with the speaker to compose a detailed description.</i>	

SUBMISSION PROCEDURES

1. Complete this form and email copies to Mini Campos (minicampos509@gmail.com), Catherine Harper (catherineharper@comcast.net), and Alicia Oltuski (Admin) (charter100dc@gmail.com).
2. Notify your proposed speaker that you will be passing on his/her contact information to the Programs Committee and to expect a communication from either Mini Campos or Catherine Harper.
3. **DO NOT** make a commitment to the proposed speaker. The Programs Committee will evaluate the Nomination Form and determine whether it can be considered at this time.
4. If accepted, the Programs Committee will submit the Speaker Nomination Form to the Executive Committee for approval.
5. The Programs Committee will then either advise you of acceptance of the proposed speaker or explain why it is not currently being considered.
6. If accepted, the Programs Committee will contact the speaker to obtain a photo, bio and a more detailed description of the program on the Speaker Form, which will be provided to the Charter 100 Admin as background for Charter 100 publications.