



## Request for Proposals (RFP) for 2025 Chamber IGNITE Conference

### CONFERENCE DESCRIPTION

The Sheridan County Chamber of Commerce is seeking proposals from trainers to teach during the **IGNITE Conference** on May 20, 2025. The Ignite Conference provides the opportunity for professionals at every level to gain innovative ideas, learn about best practices and acquire vital information to spark their professional development and business growth.

### CONFERENCE DETAILS

**IGNITE**, in its 10<sup>th</sup> year, will include a full day of 60 minute seminars where individuals can pick which seminars are most relevant to them/their business. Attendees should leave with tangible concepts that can be implemented immediately as an owner, manager, or employee. Typically, sessions may fit under one or more of the following general business categories:

- Human Resources
- Customer Service
- Marketing & Communications
- Business Growth & Development
- Leadership
- Entrepreneurial Development
- Cybersecurity
- Finance/Accounting

### PROPOSAL SUBMISSION, DEADLINE & INSTRUCTIONS

**Proposals are due by Feb. 14, 2025**, including any related attachments/supporting materials.

- Complete all sections of the Presentation Application
- Sign/date completed form
- Include any relevant attachments, examples of work, and/or recordings of prior presentations for review
- Include specific fees (if any)
- E-mail completed proposal and supporting documentation to: [t detimore@sheridanwyo mingchamber.org](mailto:t detimore@sheridanwyo mingchamber.org) or deliver it to the Chamber office located at 54 S. Main Street, Sheridan, WY 82801

Members of the selection committee will review all complete proposals. You will receive notification of the status of your application no later than March 7, 2025.

The IGNITE Conference provides trainers with an outstanding opportunity to present to a wide range of business professionals. Each trainer may provide marketing collateral to attendees of the conference and will receive survey feedback and (1) one full-day conference pass to attend other sessions. Please consider the marketing opportunities available when submitting your proposed fee, and the committee will contact you to work out details if your proposal is accepted.

If you have questions regarding this process, please contact Teresa Detimore at the Sheridan County Chamber of Commerce at 307-672-2485 or through email: [t detimore@sheridanwyo mingchamber.org](mailto:t detimore@sheridanwyo mingchamber.org).

## PRESENTATION APPLICATION

Name \_\_\_\_\_ Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Will you have a co-presenter? Yes No

If yes, what is their name, title and place of business \_\_\_\_\_

Do you require a Fee? Yes No If yes, what is the fee? \_\_\_\_\_

Session Title (Limit title to 8 – 10 words)

Brief Summary of Session (This information will be used in promotional materials)

Participant Take-Aways and Learning Objectives (What concepts/tools will participants gain from attending your presentation?)

Handouts, Materials and Other Learning Aids to be Provided at the Session

List Technology Needs (internet, video, PowerPoint, etc)

Presenter Background and References (Provide a brief overview of your qualifications/background and one to two references) Please note: some of this information will be used in promotional materials.

Supporting Materials (list all documents, brochures, videos and/or attachments included for review as part of this proposal)

By signing this proposal, I agree, if chosen by the selection committee, to adhere to all deadlines and schedules furnished by conference organizers. I understand that my conference presentation is not a showcase for promotion of my business, practice or product, and I will not sell my products or services from the Ignite speaker platform; however, I will have the opportunity to market myself during breaks and through marketing materials given to attendees.

The BRE Selection Committee reserves the right to select presenters that will best meet the objectives of the Ignite Conference and may at its discretion contact presenters to fill gaps in schedules or address the business categories. Please know that some proposals may not be selected due to the number of sessions available. The BRE Selection Committee also reserves the right to adjust titles, descriptions and bios as needed for promotional materials.

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Name (Printed)

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Signature

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Date