SPEAKER PROPOSAL & GUIDELINES

Name:___________________________________ Date:______________________________
Affiliation:_____________________________ Phone:______________________________
Title:_______________________________ Email:_________________________________
Desired Dates:_________________________ You may submit your answers on an attached sheet.

1. State the title of your Program. Consider a title that will get our patron's attention.

2. Describe your program's content in approximately one hundred words. It is helpful to state in the beginning of your description the problem or challenge that makes the takeaways (see below) relevant.

3. Who is your target audience: layperson, general practitioner, or expert?

4. What are three key points that participants will learn from your program as takeaways or educational outcomes? Ideal outcomes would be practical, relevant solutions that participants can apply in their practices or everyday lives.

5. Please describe your experience with this topic, and as a speaker (e.g. public speaking, other presentations, courtroom experience, etc.).

6. Please check and describe any planned use of equipment, handouts, or other aides. The library encourages paperless presentations. Handouts should not more exceed 12 pages.

   Please check handout/materials:
   ____ Posting handouts to library website
   ____ Paper handouts (not more than 12 pages)
   ____ No handouts
   ____ Link to handouts, if posted: (website) ____________________________

   Please check equipment needed:
   ____ Projector
   ____ Podium
   ____ Easel
   ____ No equipment needed

Handout description:

Email or Fax Proposal to sflawlibrary@sfgov.org or 415-863-4020. For more info, call 415-554-1772
1145 Market Street, 4th Floor • San Francisco CA • 94103
Phone 415-554-1772 • sflawlibrary@sfgov.org • Fax: 415-863-4020
SPEAKER PROGRAM GUIDELINES

We are looking for speakers on legal or law-related topics of interest to the legal community and citizens of San Francisco! If you would like to be considered as a speaker, please complete and submit the Speaker Proposal form. Contact us with any questions at 415-554-1772 or sflawlibrary@sfgov.org.

Programs:
- Tuesday, Wednesday, or Thursday
- Noon to 1:00pm or mid-day is best
- Usually part of the brown bag Lunchtime Speakers Program
- Flexible as to these suggested days and times
- Mondays and Fridays are not the best for attendance

Handouts:
- Paperless presentations are encouraged
- A PDF of your presentation or handout can be added to our website
- A link can be added to our website to enable access to the handouts on your website

Advertising:
- Announcement on our website
- Announced on our Facebook page
- Announced in our newsletter/email blast
- Flyers in the library
- We encourage you to help promote your program with your target audience