



Request for SBA Presenters/Speakers

General:

Business Development Specialists from the SBA's West Virginia District Office are available to conduct presentations to the public, small business groups, chambers of commerce, educational facilities, etc., on SBA's programs and services and other small business related topics. SBA personnel are also available to staff informational tables at business related events as well.

These presentations may be accompanied by a PowerPoint presentation and can be adjusted to fit within just about any time frame, depending on your desired subject matter. Generally presentations can take anywhere from 20 minutes to two hours or more.

The presentations will be accompanied by free materials which include the latest West Virginia Small Business Resource Guide and other informative small business resources.

Specific Details:

Services are provided free of charge. Please be certain to include in your request the following information:

- Name, telephone number and email address of the requestor.
- Name of the event.
- Name of the group/entity.
- Desired business topic of SBA presenter.
- Allotted time for SBA presenter.
- Estimated number of attendees at the event.
- Business background of attendees (business owners, students, start-ups, military, etc.)
- Availability of or need for audio visual equipment.

Requests should be made at least two weeks in advance. Please email all requests to Judy McCauley at judy.mccauley@sba.gov.

All SBA programs and services are extended to the public on a non-discriminatory basis.