



The **Main Line** Chamber of Commerce
 Chamber University
 Program Presentation Request-Brief

Dear Member,

Chamber University programs offer professional development and education opportunities to membership and the business community-at-large.

The 2008 Chamber University program topics are listed below.

Please review them carefully and select the topics in which you have expertise. Then complete the brief form below and return it via fax or email to Meredith Buettner-mbuettner@mlcc.org / Fax (610)687- 8580. All requests are reviewed by the Business Education Committee. Should your expertise align with our curriculum needs we will contact you. Please note that completion of this form does not guarantee the opportunity to present.

Thank you.

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2008 Program Topics:

- Crisis Planning & Execution/ Emergency Preparedness for your Business
- Client Retention & Loyalty
- Human Resources: Employee Recruitment
- Human Resources: Employee Retention
- Marketing & Communication
- Public Relations 101 for Small Businesses
- Sales and Lead Generation
- Sales and Customer Relationship Management
- Time Management

Your Name:	Phone:	Submission Date:
Company Name:		E-Mail Address:
Address (City, State, Zip):		
Website:		
Membership Status (Choose one): Standard ____ Gold ____		

Special Note: Chamber University presenters are required to provide a professional and educational program and are asked not to utilize the session as a vehicle for marketing or advertising your business products or services.

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