Speaker Proposal Form

The Australian Institute of Management (AIM) runs regular events throughout the year for AIM Members, and their guests. These sessions offer great networking opportunities as well as information, advice and business solutions. Our guest speakers present practical perspectives on a range of current leadership and management topics.

About AIM

The Australian Institute of Management was formed over 70 years ago as part of a national vision to enhance the capability of management and assist managers to secure their future in the ever-changing business environment. AIM is Australia's largest professional body for managers, and is recognised as the voice of management in this country. Membership is drawn from both public and private sector organisations and AIM's mission is to grow management and leadership excellence by supporting, developing, promoting and practising the profession of management at all levels.

About the Presentation

Feedback received from guests indicates that they enjoy and benefit from interactive presentations where there is facilitated discussion among the attendees (sometimes in a workshop approach) and the use of real-life case studies. Presentations should always focus on providing practical solutions to align with AIM’s strategy to provide relevant knowledge and know-how that can be immediately applied in the workplace.

AIM publicises events to its Members through various mediums. If you are successfully chosen to present for AIM, a convenient date will be discussed.

Please complete the following form:

|  |  |  |  |
| --- | --- | --- | --- |
| Your Details (if proposing a speaker): | | | |
| **Name** |  | | |
| **Email** |  | | |
| **Phone / Mobile** |  | | |
| **Have you seen the speaker present?** | | | Yes / No |
| Speaker Details: | | | |
| **Name** |  | | |
| **Job Title** |  | | |
| **Organisation** |  | | |
| **Email** |  | | |
| **Phone / Mobile** |  | | |
| **Postal Address** |  | | |
| **Website** |  | | |
| **LinkedIn page** |  | | |
| **Twitter** |  | | |
| **Date submitting proposal** | |  | |

|  |  |  |
| --- | --- | --- |
| Topic to be presented (Please provide as much detail as possible): | | |
| **Proposed Topic** | |  |
| **Why would this topic be of interest to AIM Members?** | |  |
| **How does this topic contribute to a better understanding of management and leadership issues?** | |  |
| **What will attendees take away from this event?**  **List at least three points.** | | *Example:*  *“In this session, attendees will gain a practical understanding of:”* |
| **Additional Information on the topic** | |  |
| Suggested event titles: | | |
|  | | |
| Speakers background and biography: | | |
|  | | |
| Please list your recent speaking engagements (including the title/organisation/location/audience size etc): | | |
|  | | |
| What type of audience will your presentation most appeal to? | | |
|  | | |
| What delivery style/format are you most comfortable presenting. e.g. workshop, keynote, Q&A? | | |
|  | | |
| Will there be any audience participation in the presentation, and if so, what form will it take? | | |
|  | | |
| Do you refer to any books in your presentation? If so, please list them. | | |
|  | | |
| Please include/attach any further information you think would be useful: (Websites, articles , video clips etc) | | |
|  | | |
| Audiovisual requirements: | | |
| Data Projector / Laptop / Flip Chart / CD Player / Microphone / Other  (please indicate your requirements) | | |
| Do speaker fees apply? | | |
|  | | |
| Any other requirements? | | |
|  | | |
| Please return this speaker proposal to: | | |
| **AIM Events** | events@aimqld.com.au | |
| **Queries** | (07) 3227 4888 | |

**TERMS & CONDITIONS:**

AIM Events are dedicated to providing Members and Delegates with a forum for networking and professional development. They are **not** a forum for product/service promotion (unless that promotion should occur on an informal basis during networking prior to or after completion of the presentation).

AIM requests that Speakers conform to these Terms and Conditions. Materials distributed need to be approved by AIM at least 48 hours in advance of the presentation. Thank you for your support.

In this context, the speaker gives permission for the Institute to promote the speaker, his/her story, the speaker’s organisation (where appropriate) in all promotional material produced for this event, including that published on the AIM website.