



toledo web professionals

Speaker Guide



Toledo Web Professionals

toledowebprofessionals.com

@twpmeetup

Dear potential speaker,

Toledo's technology and entrepreneurship community has been marked by tremendous growth, fun and engaging events, and exciting opportunities.

Toledo Web Professionals is a critical hub in this learning and professional community of UX professionals, designers, marketers, programmers, software engineers, and IT people. We meet each month and discuss a broad range of topics including entrepreneurship and designing & programming the next generation of websites and web applications.

Toledo Web Professionals is the **largest and longest running** technology and professional networking organization. For six years, we've held over 80 events from casual networking and featured speakers to workshops and industry panels.

We aim to make our events a valuable learning experience to remember, and we would love for you to be a part of it.

We Want Your Knowledge!

We're driven to build a community in Toledo that celebrates learning, entrepreneurship and technology, and these events are offered to our members free of charge. That's a powerful, gap-bridging tool that allows us to share knowledge between industries and even neighborhoods.

With that in mind, we would love to have you share your work and your knowledge before this diverse community in the form of a 30-45 minute talk, workshop, or industry panel.

Why Speak?

Speaking at Toledo Web Professionals is a great way to get connected. By speaking at Toledo Web Professionals, you:

- Broadcast your personal brand, values, or your organization to top area talent and employers.
- Showcase your products or services to attendees and other companies.
- Network yourself with other industry professionals and employers.
- Take part in the rich tradition of education by sharing your knowledge with new learners and colleagues.

Please find attached a speaker guide detailing what to expect when speaking at Toledo Web Professionals. Feel free to reach out to us at twpmeetup@gmail.com if you have any questions or ideas. We're very excited to put these events on and we look forward to having you as a proud Toledo Web Professionals speaker.

Thank you and Kind Regards,
The Toledo Web Professionals Team

Speaker Guide and Checklist

45 Days Before Event

	Your title, abstract, and speaker bio must be submitted to your speaker liaison to lock in your event (earlier the better).
	Discuss travel and accommodation details with your speaker liaison if applicable.
	Event details will be posted and announced to Meetup members and social media accounts.
	Begin regular sharing and resharing social media about your upcoming presentation.

15 Days Before Event

	Submit your finalized presentation slides (in PDF) and any other related materials to your speaker liaison.
	Verify travel and accommodation details with your speaker liaison if applicable.
	Verify any presentation format requirements with your speaker liaison including audio/visual requirements if needed.

Day of the Event

	Please bring with you all the materials you need to present, including a laptop with HDMI & AUX out connectivity.
	Arrive at least 30 minutes before the event begins. A meetup leader will greet you and setup your presentation.
	If available, a video crew may be present to mic you for a Youtube video of your presentation.
	Networking will take place for 30 minutes before the presentations begin, and food will be served.
	20 minutes before your presentation are set aside for sponsor presentations if applicable.
	You will be introduced by a meetup leader.
	Present!
	A meetup leader will close the event with community announcements.
	Drinks? Some members continue the conversation at a local bar, and you're welcome (but not required) to join!

Day After Event

	Share photos, videos, and other social media about your amazing and successful event!
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Toledo Web Professionals by the Numbers

- Founded in October, 2011
- 80+ events held over six years.
- 600+ registered members on Meetup.com
- Average of 25+ attendees at each monthly event
- 600+ followers on Twitter
- Social media reach of 1,000+ monthly impressions
- Mailing list reach of 600+ individuals

Questions? Ready to Get Started?

Visit us online at www.toledowebprofessionals.com and use one of the contact methods to reach out! A speaker liaison will be in touch with you to customize your speaking experience. They will also be your ongoing point-of-contact. We can't wait to hear what you have to share!