



The Office of Business Opportunities is pleased to issue a call for presenters for our [4th Annual Small Business Week Conference](#) to be held at the *Spirit Communications Ballpark on May 5, 2016.*



Call Deadline: Friday, February 26, 2016 at 5:00pm

The Office of Business Opportunities uses several economic development tools to provide creative business opportunities to address many of the obstacles that face small businesses in the City of Columbia. The office has three divisions that are designed to help meet the needs of small, minority and women owned businesses in the City of Columbia: (1) Commercial Lending; (2) Technical Assistance, Education and Advocacy; and (3) Contractor and Supplier Diversity.

As part of our continuing efforts to promote the exchange of information and resources among small businesses, we sponsor our annual Small Business Week Conference, which is designed to recognize the successes of local small businesses, provide businesses with management tools to be successful, and networking opportunities.

Our conference will include a key note presentation, breakout sessions, networking, and exhibitors.

Call for presentations: In crafting your presentation proposal, note that we are looking for presentations that will build the capacity of small, minority, and women owned businesses. Previously, we have discussed effective uses of social media, what banks consider in reviewing loan packages, how to hire effective employees, and other relevant topics. Our participants come from various industries, including construction, retail, food service, and professional services.

Important Information

Proposed presentations will be evaluated on how helpful and practical the presentation will be to our audience. The presentation hour can go quickly. Don't spend time with your background or information about your program or institution. Get right to the practical information that people can use, and make sure to leave time for audience questions and interaction. Be Dynamic!

- The deadline for submission of proposals is **Friday, February 26, 2016 at 5:00pm.**
- Presentations that are clearly intended as a "sales pitch" for your product or service will not be considered.
- All sections in the Call for Presenter Application form must be completed.
- Sessions will be **45 minutes** in length.
- You will receive confirmation of your submission via e-mail no later than **Monday, February 29, 2016.**
- Individual presentations will be scheduled **for May 5, 2016 during the Small Business Week conference.** If selected, presenters must be available to present on this date.
- Formal notification of acceptance will be emailed no later than **Friday, March 4, 2016.**
- All presenters will be asked to provide an electronic version of their presentation no later than Thursday, **April 28, 2016.**

*A telephone conference with all selected presenters is tentatively scheduled for **Friday, April 29, 2016 at 10:00am.***

Call For Presenters Application Instructions

Please read the instructions carefully. Complete form online, print, scan and email to obo@columbiasc.net , or US Mail to Office of Business Opportunities, 1225 Lady Street, 1st FL, Attn: OBO, Columbia, SC 29201.

Complete all sections in the Call for Presenters Application form, including the following:

- Provide a concise 250 word, or less, program description. *If selected to present, this will be the description used in the conference program.*
- In 250 words, or less, provide presentation summary that includes your objectives, the intended audience, your presentation style, and the "take-away" value for the audience.
- Provide a paragraph (brief bio) about each presenter to be used in the introduction of your presentation.

Applications are due by Friday, February 26, 2016 at 5:00pm.

Additional information

For additional information, contact the Office of Business Opportunities at (803) 545-3950 or send questions to obo@columbiasc.net.