

Becoming a Lunch N Learn Speaker

LAX Coworking, a program of the LAX Coastal Chamber of Commerce, is your business resource; an unpretentious coworking space ideal for creativity, collaboration, and a productive work day in Los Angeles.

Our monthly Lunch N Learn presentations are meant to assist our coworkers and Chamber members in learning new tools to help in business and business development. We want to explore a fresh outlook on old skills, network and build relationships, enhance our professional skillset, and grow our businesses, all while having fun.

We are looking for positive people to encourage, inspire, and teach our Lunch N Learns. If you're one of those people, please fill out this application and send it to cowork@laxcoworking.com.

Speaker Details

| | |
|--|---------------------------------------|
| Company | |
| Speaker Name | |
| Phone | Email |
| Website | Social Media Accounts (if applicable) |
| Previous Speaking Engagements (if applicable, please send examples to cowork@laxcoworking.com) | |
| Company/Speaker Bio | |
| | |
| | |

Presentation Details

| | |
|--|--|
| Presentation Title | |
| Topic Abstract (maximum 100 words) | |
| | |
| | |
| | |
| Proposed Presentation Dates | |
| Will you have a digital presentation? | <input type="checkbox"/> No <input type="checkbox"/> Yes, using the following technology: <input type="checkbox"/> PC (HDMI compatible) <input type="checkbox"/> Mac (Apple TV/AirPlay compatible) |
| Will you be hosting lunch? | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| <small>Hosting lunch is not required but always appreciated! (And gives you a boost in attendance)</small> | |
| If yes, what will you be serving? | |
| Can we record your presentation? | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| <small>Recorded presentations will be shared within the LAX Coworking/LAX Coastal Chamber network, including but not limited to our website, YouTube channel, and social media pages. Speaker may request a copy of the video for their own promotional use.</small> | |

Please send this application, along with a headshot, company logo and any video examples of your previous speaking engagements to cowork@laxcoworking.com. If your application is accepted, a member of LAX Coworking staff will reach out to you to schedule your event.

Lunch N Learn Best Practices

Applying to become a Lunch N Learn Speaker...

1. **Decide on an engaging topic that you are comfortable presenting on for at least a 20-minute timeslot.**

A typical Lunch N Learn presentation schedule is 11:45am-12pm/Open Networking and 12-1pm/Presentation and Q&A.

2. **Know your audience. The goal of a successful Lunch N Learn is to provide our members with relevant information that is creative and engaging.**
3. **Contact a member of LAX Coworking staff with any questions or comments regarding your presentation.**

Before your Lunch N Learn...

1. **Promote your event! All of our speakers are asked to invite their own network to help build an audience.**

Remember that your Lunch N Learn is not only meant to promote you and your business, but to also introduce new professionals to the resources that LAX Coworking and the LAX Coastal Chamber have to offer. While we understand attendance is never a guarantee, please understand that our calendar is heavily scheduled and a speaker who does not invite their own audience will not be guaranteed another speaking engagement. Additionally, if a specific Lunch N Learn event does not garner enough RSVPs, LAX Coworking reserves the right to cancel or reschedule your event.

2. **Invite potential sponsors. A Lunch N Learn presentation that serves lunch always draws a larger crowd, so if you, your company, or a fellow business is interested in sponsoring lunch for your event, we would love to promote them!**
3. **Be prepared. While we always ask attendees to RSVP, the size of the crowd may vary, so we ask our speakers to be prepared for crowds at any size.**

During your Lunch N Learn...

1. **Be awesome! But also be concise and efficient. Remember that you have less than one hour to present and answer any audience questions.**
2. **Stay on topic. Past presenters have attempted to sell their products or services rather than provide relevant information.**

Please make sure to help your audience along the road to success by developing their professional skillset, rather coercing them to “pay to play.” You are encouraged to leave your contact information for further business, and you are more than welcome to stay after the event to network with potential clients.

After your Lunch N Learn...

1. **Network with your audience. You are more than welcome to stick around and talk to any audience members who are interested in your product or services, or simply stay and use the coworking space to get some work done.**
2. **Come back to LAX Coworking! We have a variety of resources available if you're looking to rent an office or host another event. LAX Coworking is open Monday through Friday, 9a-5p, and we are here to be your business resource.**