

**BUSINESS SUPPORT SERIES  
HOST OPPORTUNITY**

**This document is part of the production process for the Halifax Chamber of Commerce events team. Please take the time to read over it and respond at your earliest convenience. This will assist in the success of the virtual event! Thank you.**

**About the Business Support Webinar Series**

The Business Support Webinar Series will explore timely topics with industry experts to provide key insights and answers on the best ways to succeed as a business. Hosted by the Halifax Chamber of Commerce, this series will feature a wide range of topics on how to survive and thrive. The web series take place on Tuesday and Thursday mornings at 10am to 11am.

**Format**

This webinar will consist of a 30-45 min presentation followed by a question-and-answer period facilitated by a representative from the Halifax Chamber of Commerce. Questions will be gathered by the Chambers Communications Specialist and also asked by the audience.

All speakers/panelists are asked to join the webinar **15 min before** the start time to test sound and video before the webinar begins.

The webinar will be recorded and uploaded to our YouTube channel the following day.

**SAMPLE AGENDA**

- 9:45AM – All panelists log on to webinar
- 10:00AM – Broadcast webinar to attendees
- 10:02AM – Introduction by Chamber Host and words from sponsor
- 10:05AM – Guest Speaker's Presentation
- 10:45AM – Q&A facilitated by Chamber Host
- 11:00AM – Webinar Concludes

**Technology Requirements**

The session will take place on Zoom as a webinar and will be set up by the Chambers account. Chamber staff will be on hand to assist with monitoring attendees' microphones, videos and incoming questions. Please let us know if you are unfamiliar with using Zoom, and we will schedule an overview before the event takes place.

To ensure a smooth webinar with no interruptions, all panelists will need a strong Wi-Fi connection and a set of high-quality headphones with a microphone. Chamber staff will be on hand, remotely, to assist.

## **WEBINAR HOST BENEFITS**

- Opportunity to host an interactive webinar about a relevant business topic
- Promotion of the event on the Chamber online events calendar
- Two of hours of marketing and social media design time. You will be invoiced \$50 per additional hour to accommodate additional requests made by the host.
- A listing in the Chamber's e-bulletin reaching over 1800+ Chamber members
- Registration and marketing services handled by the Chamber (routine updates will be given)
- A Chamber Ambassador signed on to manage logistics
- Chamber webinar platform (zoom)

### **As a host you will provide:**

- Speaker biography
- Speaker headshot/photo
- Webinar title and brief description which includes 2-3 key takeaways. This information will be used for event promotion and speaker introductions.
- Promotional fee of \$300.00 + HST payable within 30 days of the event date

### **Event Logistics/Sponsor Relations**

The Halifax Chamber of Commerce (HCC) will manage all event logistics which include (but are not limited to) securing event sponsors as well as negotiating and executing sponsorship benefits. Please contact the Event Manager with any questions/suggestions regarding the event that will influence event logistics.