



Request for Proposal for Skilled Facilitator

The Flint & Genesee Small Business Support Hub is pleased to announce an opportunity for dynamic and engaging individuals to present during breakout sessions at our upcoming conference, the Immerse Small Business and Entrepreneurial Summit. This event will be held September 25, 2024 at the Gateway Hotel & Convention Center in Flint, Mich.

We invite proposals from accomplished speakers who can inspire, educate, and engage our diverse audience of entrepreneurs and small business owners on one or more of the following topics:

- Strategies for E-Commerce Success
- LLCs and Legal Compliance (JD/Esq credentials required)
- Understanding Family Business Dynamics

The deadline to submit proposals is July 26, 2024. Questions can be directed to **Jazzmin Scott** jscott@flintandgenesee.org no later than July 24, 2024.

Background

The Flint & Genesee Small Business Support Hub is one of 27 hubs established, or in the process of launching, through the state's Small Business Support Hub program. The hub – which is also supported by partners including Doxa Development, Metro Community Development, and the Michigan Small Business Development Center (MI-SBDC) – takes a holistic, customized approach for each client. This includes providing data-informed business counseling, experienced capital access coaching, personalized personal finance mentorship, and connections to resources to grow a business.

Powered by the Michigan Department of Economic Development. This project is being supported, in whole or in part, by federal award number SLFRP0127 awarded to the State of Michigan by the U.S. Department of the Treasury

Speaker Requirements

We seek speakers who can deliver powerful and relevant messages aligned with our conference theme. The ideal candidate(s) should:

- Provide insights that align with the conference theme and the interests of our audience.

- Demonstrate a high level of expertise in their field.
- Have a proven track record of engaging audiences through compelling and interactive presentations.
- Promote diverse perspectives and contribute to an inclusive conference environment.
- Be available to attend and speak on the designated date(s) of the conference.

Scope of Services for Breakout Session Speakers

Working with the Flint & Genesee Small Business Support Hub, the consultant will produce two key deliverables:

1. Design and facilitate a one-hour workshop focusing on one of the pre-determined topics listed above.

Note: The informative workshop will be offered as breakout session during the summit and presented to 25-50 entrepreneurs/small business owners from the Genesee County community.

2. Develop supporting materials such as PowerPoint presentations, handouts, and activities that can be provided to summit attendees via hand delivery and as a digital resource following the event.

Note: A mix of learning methods should be incorporated into the workshop as the most meaningful way of teaching is when multiple senses (hearing, seeing, talking, and doing) are integrated into the learning experience.

Proposal Submission

Speaker Information:

- Full name, title, and contact details
- Biography or professional background
- Relevant achievements and credentials

Presentation Proposal:

- Title and brief description of the proposed keynote topic
- Outline of the key points to be covered
- Explanation of how the topic aligns with the conference theme
- Description of the intended audience engagement strategies

Experience and References:

- List of previous keynote engagements or speaking experiences
- Links to video recordings of past presentations, if available
- References or testimonials from previous engagements

Technical Requirements:

- Description of any specific technical needs (e.g., audiovisual equipment, internet access)

Compensation

A pre-determined stipend has been set for the facilitator/facilitation team to design, develop, and deliver breakout workshop at \$600. The contractor will be required to submit invoices for work completed on an agreed upon payment schedule, along with a completed W9 form.

Evaluation Criteria and Timeline

Proposals will be evaluated based on the following criteria:

- Relevance to Theme: How well the proposed topic aligns with the conference theme
- Speaker’s Expertise: The speaker’s qualifications, experience, and knowledge in the proposed topic area
- Audience Engagement: The speaker’s ability to engage and connect with the audience
- Quality of Proposal: Clarity, organization, and thoroughness of the submission

Anticipated Timeline

July 26	Submission deadline
July 29-31	Review of submissions
August 1 EOD	Applicants notified about decision
Ongoing in August	Consultant meets with Flint & Genesee Small Business Support Hub team to discuss training structure and intended outcomes
September 26	Execution of workshop at Immerse Entrepreneurial Summit