



## Lunch & Learn Information Sheet

### What is a Lunch & Learn?

Our Lunch & Learn sessions are hosted by Chamber members on topics of general interest to the membership. The host provides the content/presentation and the food for the attendees. Any member of the Chamber is encouraged to host a Lunch & Learn on a subject related to their line of business and/or attend a Lunch & Learn hosted by another Chamber member.

### When and where is the Lunch and Learn held? (Select between Thursday or Friday)

**When:** We have recently moved our Lunch & Learns to the second week of each month. The host may now select between the second Thursday or Friday of each month. Each L&L will run from 11:30am to 1:00pm.

**Where:** Currently the L&L sessions are held at one of five locations: West Virginia Central Credit Union at 809 Division Street, the Judge Black Annex at 317 Market Street, Pars Brain & Spine Institute at 1212 Garfield Avenue, Ohio Valley University at 1 Campus View Drive or at the MOV Chamber Office (501 Avery Street, 9<sup>th</sup> Floor United Building). Seating may be limited to the first 30 registrations depending on the location.

**However, if you have an alternate location in mind, feel free to let us know.**

### How does the Chamber help?

We take care of all the publicity and registration for your event by using our contact database to send an event notice to all member businesses and their representatives. We also place the event date and registration link on our website along with your business logo. Our goal is to ensure your Lunch & Learn session is a success!

### If my business decides to host a Lunch & Learn, what steps do I follow?

1. Members must be in good standing with the MOV Chamber (current on all dues and event receivables.)
2. Choose a subject related to your business that would spark interest with other chamber members.
3. Submit the L&L confirmation sheet to [info@movchamber.org](mailto:info@movchamber.org).

**Include the following information with your request:**

- Name and email address of the primary contact of the L&L
  - Company name
  - Topic
  - Two potential upcoming months to be considered for your Lunch & Learn
4. Once the date of the Lunch & Learn has been confirmed, the member has 30 days to:
    - Fill out and submit the Confirmation Sheet that was provided. Be sure to list all the details about the event.
    - Send a copy of your business logo (“jpg” format) to be used in the advertisements.

Chamber of Commerce of the Mid-Ohio Valley

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**Lunch & Learn Session  
Confirmation Sheet**

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

Presenter(s) Name / Email / Cell Number (Cell # will be confidential)

\_\_\_\_\_

**Business Information:**

Name : \_\_\_\_\_

Location: \_\_\_\_\_  
City State Zip

Type of Business: \_\_\_\_\_

**Session Topic and Description :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Presenter's Information:**

How long have you worked there? What is your job position / title? Anything else that you would like us to mention during introductions?

\_\_\_\_\_  
\_\_\_\_\_

**Any Special offer or promotion you would like to offer the attendees?**

\_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_



Sometimes we get so busy we often forget the smallest of details when planning an event. We decided to create a checklist based on previous L&L's to help our hosts plan the best Lunch & Learn Session.

We are always looking for ways to improve and grow. So, please let us know if there is an item you would like to add to this list. Future Lunch & Learn host will be happy that you did.

**What I need to do prior to my Event.**

- Information sheet for the BAH to be filled out by host (Topic, Presenter, L&L Location)

**What items might I need for my Lunch & Learn presentation?**

- Topic  Type of presentation
- Handouts: Packets / pamphlets of information about your business and/or services, copy of presentation.
- Laptop  Projector for presentation (Chamber office has TV)  Speakers
- Wi-Fi

**Things I need to keep in mind when ordering / preparing lunch for my Lunch & Learn:**

- We encourage L&L hosts to order from Chamber Members. A list of members who cater can be provided upon request.

- Cups  Plates  Napkins  Ice (Chamber office has a freezer)
- Beverages  Utensils for servings and/or eating

\*Please let Nicole know if you need tables set-up for a buffet option for lunch

**Optional items for attendees :**

- Promotional items with my business logos. Pens, notepads, etc.
- Door Prizes : Can be anything from items with your company logo to gift certificates.
- Handouts

**Items the Chamber can provide in case I do not have them :**

- Laptop  Projector
- Speaker  Copies of my presentation

\*\*If you are requesting the chamber provide any of the above information / materials, you will need to send this check list back to the Chamber office at least 2 weeks prior to the event