



LUNCH & LEARN GUIDELINES

Our Sponsored Lunch & Learn events are held in-person at the Naperville Area Chamber of Commerce, offering Chamber Members the opportunity to present educational topics to fellow Members and the business community in a professional, engaging setting.

Why Host a Sponsored Lunch & Learn?

Hosting a Sponsored Lunch & Learn is an opportunity to showcase your professional expertise, educate the business community, and position your business as a thought leader in your field. You'll gain exposure through NACC's promotional channels and connect directly with attendees who are eager to learn and grow.

Sponsorship/Hosting Fee - \$300

Your sponsorship includes:

- Use of the NACC Conference Room from 11:00 AM - 1:30 PM
- Event listing as free for Chamber Members, \$20 for Future Members
- Promotion on the NACC Events Calendar and Chamber social media channels
- Registration management handled by NACC
- List of attendees and email addresses provided to the sponsor after the event
- Seating for up to 45 attendees
- NACC-provided event introduction, if requested

Your Role as Host

To ensure a successful event, sponsors provide:

- A relevant, educational topic (subject to NACC approval)
- Lunch and beverages for attendees (ordered from an active Chamber Member restaurant or caterer)
- Setup and cleanup of food and materials
- Any presentation materials, handouts, or giveaways you'd like to distribute

Event Timing & Schedule

- 11:00 - 11:30 AM: Setup by presenter
- 11:30 AM - 12:00 PM: Guest check-in, networking, and lunch
- 12:00 - 1:00 PM: Presentation (use as much or as little of the hour as needed)
- 1:00 - 1:30 PM: Cleanup and wrap-up

To schedule your Lunch & Learn, please email events@naperville.net.

You must be a NACC Member in good standing on annual payments to host a Lunch & Learn