



## How To Prepare and Submit a CONSULTATION:

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Discover the power of sharing your expertise!

Hey there! Thanks a bunch for stepping into the consultation realm on the ACRN website. So, why are we doing this whole consultation dance, you ask? Well, buckle up for a double dose of goodness!

**First off**, it's like putting a spotlight on you in our local community. You get to strut your stuff professionally while dishing out some serious value to the folks around here. It's like being the star of your own show, but with less stage fright and more practical advice.

**And secondly**, it's all about empowering our local community to make savvy choices. They get the lowdown from experts like yourself, helping them dodge the duds and find the diamonds in the rough. It's a bit like playing matchmaker for businesses and clients – everybody wins!

1. **Prepare your Consultation**: Help your community know what your consultation is all about, and how they will benefit from it, by offering basic information (see list of questions below).
2. **Consultation form**: Next, visit the ACRN consultation submission form to enter your consultation information:

<https://acrn-ny.com/resources/consultations/submit-consultation-form/>

3. **Submit**: Submit your consultation information into the form. We'll review it, and post it within 5-10 business days.

**And that's about it!**



## Consultation Information

- **Your Name**
- **Company/Organization Name**
- **Your Email**
- **Your Phone**
- **Consultation Title**
- **Main Topic of Consultation** [Brief Description of Topic]
- **Ideal Participant** [Who would benefit most from your Consultation?]
- **Duration** [30-mins., 60-mins., etc.]
- **Fee** (Currently all consultations offered on the ACRN website are free)
- **Date of Consultation** [Choose up to four (4) dates within a 3-month period]
- **Time of Consultation** [Choose a consistent time for all sessions, or vary the times for each]
- **Description** [Description of the consultation, highlighting its value and benefits to participants]
- **Key Takeaways** [Bullet points outlining the key insights participants can expect to gain]
- **Format** [How will the consultation will be conducted (presentation, interactive discussion, etc.)]
- **Location** [Will the consultation be 1-on-1, group setting, in-person, phone call, or Zoom meeting]