



Speaker Guidelines

Thank you for interest in presenting at the 2017 NCSHRM State Conference. To assist you in making an effective presentation to our members, please be aware of the following general speaker guidelines:

1. If you would like to offer a program that may be of interest to our conference, please visit the website www.nchrconference.com and complete the speaker survey request as soon as possible to express your interest and availability.
2. As a diverse professional organization, SHRM members represent a broad range of HR experience levels - from early career to senior HR management. Your presentation should therefore be of interest to a broad audience and include some practical take away point for all attendees.
3. Survey results from our past events indicate that audience participation and dialogue is a popular format with our attendees.
4. While we appreciate that addressing a group of HR professionals may allow you the opportunity to promote your own business or consulting services, we request that your formal presentation time does NOT include any sales pitches or "commercials."
5. Our goal is to provide attendees with professional re-certification credit for our programs and activities whenever possible:
 - a) To be approved for re-certification credit, your presentation must include an area within the human resource core body of knowledge. More specifically, this means that the subject matter should address one or more topic areas as outlined in the PHR/SPHR/GPHR exam content. Click [HERE](#) for more details.
 - b) In order for your presentation to be approved for **Strategic** credit, the subject matter must tie directly to business management and strategy. Similarly, to be approved for **International** credit, the subject matter must tie directly to HR or business topics involving global business. HRCI, at its discretion, approve a presentation for joint Strategic/International credit.
 - c) Personal development topics such as stress management, time management, etc., as well as presentations on HR related software products will not be approved by HRCI.
 - d) The length must be a **minimum 45 minute presentation with 15 minutes for questions and answers**, for a total of one hour.
 - e) In order to receive appropriate review and pre-approval for your presentation by HRCI/SHRM, please adhere to the submission timelines and required minimum information below.
 - f) For more information, please visit the HRCI website at <http://www.hrci.org> or www.SHRM.org



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If your presentation is selected and approved for presentation the following information will be needed and should be sent **at least six (6) weeks prior to your presentation.**

- Outline or copy of your presentation (NOTE: we would welcome the opportunity to post a copy of your presentation with your permission on the members only section of our website following your presentation)
- A professional bio or summary including your areas of expertise/advanced degrees/professional certification, representative clients if appropriate, your involvement with other local SHRM groups, previous presentations approved for HRCI/SHRM credit (including dates presented if applicable), etc.
- A photo or any other graphic files that you request for our calendar meeting announcement or program (optional).
- A list of any audio-visual needs for your presentation.