



2021 Fall Conference

A 2-Day Virtual Event



November 3rd & 4th, 2021

CALL FOR SPEAKERS

SUBMISSION DEADLINE: JUNE 30, 2021

The CHRA Fall Conference Committee is looking for speakers for our 2021 Fall Conference LIVE to present **dynamic 1 hour sessions** focused on Employment Law and Legislation. Speakers who provide *strategic business content* that supports the conference theme are preferred.

CONFERENCE FORMAT

The Fall conference will take place over two half days and be *completely virtual* using the Whova platform. This will offer our speakers an opportunity to provide their best performance by means of a pre-recorded presentation with the added feature of a live virtual Q&A chat with their audience.

TOPICS OF INTEREST

Speakers who provide original, strategic content regarding **Employment Law and Legislation** in an engaging and highly interactive format are preferred. Ideal sessions include audience participation, polls (within the virtual platform), tangible tools, detailed process flows, policy guidelines, and best practice strategies. Suggested topics include, but are not limited to:

- Maryland HR Legislative Updates
- Diversity, Equity, & Inclusion
- NLRA & Union
- ADA/FMLA/WC
- Equal Employment Opportunity
- The Future of the Workplace
- Discrimination & Harassment
- Marijuana in the Workplace
- Workplace Violence Prevention
- Creating/Managing Employee Benefits Plans
- Policies of the Future
- Other Important Regulatory/Legislative Updates

Strategic/Business credit programs are in high demand and usually receive the most attendance. For a session to be considered strategic, the presentation needs to speak to creating strategy, adding value, and implementing and assessing the impact of HR interventions in organizations at the C-Suite level.

Programs presented by consultants or attorneys must provide HR professional development education and cannot be marketing/sales oriented to their specific products, firms, or services. We also prefer that speakers not present the same material to competing audiences at least two weeks before or after our event to ensure you receive maximum attendance. *We also require all speakers to sign a CHRA speaker agreement which includes consent to sharing a copy of the presentation or handout with attendees and recording the presentation for on-demand viewing.*

PLEASE NOTE: Feedback from members has indicated that speakers often spend too much time going over “basics” or establishing their topic and then rush the valuable content.

SELECTION PROCESS AND NOTIFICATIONS

Our goal is to provide our HR professionals the knowledge and tools needed to help them excel in their careers. In addition to providing relevant and informative **Employment Law and Legislative** content, our presenters will ensure an engaging, high-quality experience for our participants. We are looking to provide a unique virtual experience for this year’s conference and welcome a variety of formats for consideration.

The committee will review proposals and contact those who they wish to schedule and also notify those who are not selected by July 16, 2021. Because we try to balance the topics and presenters scheduled, it is not always possible to schedule everyone who submits a proposal. Due to the amount of proposals received it is not always possible to give specific reasons why some proposals were not selected. Committee decision will be based on general interest to the HR profession and CHRA membership. The committee is given full discretion to make these decisions on behalf of the CHRA membership. There will be no preferential treatment given to any person who submits a proposal to CHRA, regardless of position within the organization or amount of times a prospective presenter has submitted proposals.

CRITERIA USED TO SELECT SPEAKERS

1. Proposal was completed in full, in detail, and submitted on time to CHRA.
2. Both Bodies of Knowledge and Competencies (HRCI and SHRM) were tied into the presentation.
3. Preference given to:
 - Engaging and highly interactive programs
 - Programs pre-approved for HRCI Business/Strategic Credit
 - Support conference theme and focus.
 - Prior proof of performance (evaluations from prior speaking engagements)
 - Consultants/Vendors who are paired with an HR Professional
4. Positive References
5. Committee Vote/Decision based on general interest to the HR profession and CHRA membership. The committee is given discretion to make these decisions on behalf of the CHRA membership.

PLEASE FIND THE PROPOSAL FORM ON FOLLOWING PAGE. COMPLETE AND RETURN TO CHRA AT info@chra.com AND dboegner@cc-md.org NO LATER THAN JUNE 30, 2021.

CHRA 2021 Fall Conference LIVE (Employment Law/Legislative) Speaker Proposal:

Deadline to submit proposal: June 30, 2021

EVERY SECTION ON THIS PROPOSAL IS REQUIRED, PLEASE COMPLETE THE ENTIRE FORM. ONLY PROPOSALS SUBMITTED IN THE FOLLOWING FORMAT WITH EVERY NUMBER COMPLETED WILL BE CONSIDERED

1. **Your Name** (as you wish it to appear in the Program):
2. **Your Title:**
3. **Your Company:**
4. **General Topic Area of This Proposal** (e.g. benefits, leave, wage & hour):
5. **Session Title** (*program must be 1 hour in length*):
6. **Session Overview:** please provide 1-3 brief paragraphs describing:
 - a. **The session and its benefits to HR professionals –**
 - b. **Learning Objectives –**
 - c. **Attach/Provide a PowerPoint or outline – Recommended**

This summary should be written in a manner that could be used to advertise the session and would motivate members to attend.

Please explain how your presentation ties into the HRCI and SHRM HR Body of (Competency and) Knowledge:

- d. To find the HRCI HR Body of Knowledge please visit <https://www.hrci.org/>
- e. To find the SHRM HR Body of Competency and Knowledge visit:
<https://www.shrm.org/certification/about/body-of-competency-and-knowledge/Pages/default.aspx>
- f. These will be used to submit to the HR Certification Institute and SHRM to obtain recertification credits for your presentation. Has this presentation already been approved for HRCI credits? ☐ Yes ☐ No
If Yes, for ☐ "HR" or ☐ "Business" credit? Please Provide the HRCI number:

If your presentation does not tie into the HR Body of Knowledge it will not be approved for recertification credit and can drastically reduce the number of attendees.

7. **Detail your Qualifications to Teach this Subject / Your Biography: (Do not attach as a separate document):**

8. **Session Format:** Please indicate, besides Q&A, specifically “HOW” (what activities/exercises) you will engage your virtual audience and encourage interaction/participation:
9. **Other Topics:** For future reference, please list other topics for which you have expertise and on which you could present, including if they are approved for HRCI credit.

10. Proof of Performance: Please submit at least one of the following (but more are preferred).

- Video recordings of the proposed speaker presenting to a virtual audience (preferred) and/or web link to video/YouTube of your live presentations
- A summary of evaluations, from two public presentations where you scored 4.0 out of 5.0 or similar scale (SHRM affiliated organizations preferred)
- At least two speaking references including association/group name, contact person’s name, email address and phone number (SHRM affiliated organizations preferred). References will be asked for feedback/evaluations, quality of presentation, amount of attendees at speaking engagement, etc.

11. Have you submitted any other Proposal Forms to CHRA within the past 12 months? ☐ Yes ☐ No
If yes, identity what CHRA program(s) for which you submitted a proposal:

Have you been selected to present at any other CHRA programs within the last 12 months? ☐ Yes ☐ No
If yes, identity what CHRA program(s) for which you have been selected to speak:

**There is no limit on how many proposals can be submitted to CHRA, but this helps CHRA committees to know if another committee may be considering using, or has selected, the same proposal.*

12. Are there any dates you are NOT available to present? ☐ November 3rd ☐ November 4th

13. Speaker’s Contact Information:

- Your email address:
- Your Phone #:
- Your Mailing Address:
- Contact information for anyone else who should be copied on your correspondence:

14. Email Your Completed Form to: info@chra.com AND dboegner@cc-md.org NO LATER THAN JUNE 30, 2021.

***Honorarium and expenses:**

If selected, all presenters are responsible for providing their own program content and applicable handouts, and covering any expenses associated with the speaking engagement. CHRA will work with the presenters on technical set-up but speaker is expected to be familiar with the Zoom platform and presenting virtually. CHRA, as a non-profit, does not supply honorarium to speakers or cover any travel expenses.

***Online Code of Conduct**

By submitting a proposal to CHRA, speaker agrees to abiding to CHRA’s online & in-person code of conduct. CHRA is dedicated to providing a harassment-free experience for everyone, regardless of gender, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, experience, or religion (or lack thereof). Inappropriate sexual language and imagery, trolling, insulting or derogatory comments, personal or political attacks or harassing photography or recording will not be tolerated during the content of the online event, on social media or any other online outlets. Any speakers violating these rules may be removed from the online event at the discretion of CHRA and/or excluded from participating in future in-person or online events. Click [here](#) for our in-person event Code of Conduct.