



Call for Speakers
2024 Annual Spring Conference
April 17, 2024
DEADLINE FOR APPLICATIONS: November 30, 2023

The CHRA Spring Conference Committee is looking for breakout speakers for our 2024 conference to present a **dynamic 1.25 hour session** focused on professional and cutting-edge information. Speakers who provide **strategic** business content that supports the conference theme are preferred. Our attendees express a strong desire for presentations that are engaging, enjoyable, and applicable in the “real world” of HR as well as Baltimore Metro HR trends and policies.

CONFERENCE FORMAT

We are planning for a 1 day conference at Martin’s West, Baltimore. By submitting a proposal, speakers are aware they may be required to present either in-person **OR** virtually and will provide their best performance utilizing an interactive, accessible, and engaging presentation. If this event should transition to a virtual setting speakers will be notified as soon as possible and required to record their presentation and be present for a live chat Q&A with the CHRA audience.

TOPICS OF INTEREST

Speakers who provide strategic and highly engaging content that supports the conference theme are preferred. Practical strategies for improvement, non-traditional approaches, best practices, and case studies including implementation tools, and emerging trends are sought. Suggested topics include, but are not limited to:

- Mental Health, Wellness & Burnout
- Diversity & Inclusion
- Remote Working/Hybrid Workplace
- Workforce Accountability
- Remote On-Boarding
- Employee Engagement
- C-Suite & Coaching Leadership
- How to Series to Demonstrate HR Tasks for those new to Profession & HR Depts. of One
- Compensation & Incentives
- Strategic Planning for HR
- Employee Retention

Strategic/Business credit programs are in high demand. 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 vendors must provide general HR professional development education and cannot be marketing/sales oriented to their specific products, firms, or services. Consultants, vendors, or other service providers are expected to partner with an active HR client or practitioner during the presentation.

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. If submitting a “How To” presentation, please label it as such.

SELECTION PROCESS AND NOTIFICATIONS

Our goal is to provide our HR professionals with the knowledge and tools needed to help them excel in their careers. In addition to providing relevant and informative **Human Resources related** 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 10 days after the submission deadline. 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 number of proposals received, it is not always possible to give specific reasons why some proposals were not selected. Committee decisions 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
 - 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 the discretion to make these decisions on behalf of the CHRA membership.

PLEASE FIND THE PROPOSAL FORM ON THE FOLLOWING PAGE. COMPLETE AND RETURN TO CHRA AT info@chra.com NO LATER THAN November 30, 2023.

CHRA 2024 Annual Spring Conference Speaker Proposal:

Submission Deadline: November 30, 2023

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:

- a. To find the HRCI Exam Content Outline visit:
<https://www.hrci.org/how-to-get-certified/preparation-overview/exam-content-outlines>
- b. To find the SHRM HR Body of Competency and Knowledge visit
<https://www.shrm.org/certification/Documents/SHRM-BoCK-FINAL.pdf>
- c. 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. **A short biography** (Required - Do not attach as a separate document):
8. **Session Format:** Please indicate, besides Q & A, specifically "HOW" (what activities/exercises) you will engage the audience and encourage interaction/participation:
9. **Session Format:** Please indicate how your presentation is accessible to all attendees.
10. **Other Topics:** For future reference, please list other topics for which you have the expertise and on which you could present, including if they are approved for HRCI credit.
11. **AV/Room Set Up:** audio/visual needs:
12. **Proof of Performance:** Please submit at least one of the following (but more is preferred).
 - a. Video recordings of the proposed speaker presenting to a virtual audience (preferred) and/or web link to video/YouTube of your live presentations

- b. A summary of evaluations, from two public presentations where you scored 4.0 out of 5.0 or a similar scale (SHRM affiliated organizations preferred)
- c. 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.

13. Please submit/attach a current headshot: If your session is selected this will be used for promotional purposes.

14. Have you submitted any other Proposal Forms to CHRA within the past 12 months? ☐ Yes ☐ No
If yes, identify 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, identify 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.*

15. By checking this box you understand and agree to provide the following IF this event transitions to a virtual format:

A pre-recorded presentation AND to be available on conference day to chat with attendees through our virtual portal ☐

16. Speaker's Contact Information:

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

17. Email Your Completed Form to: info@chra.com NO LATER THAN NOVEMBER 30, 2023.

***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 presenting virtually. CHRA, as a non-profit, does not supply honorariums to speakers or cover any travel expenses.

***Online Code of Conduct**

By submitting a proposal to CHRA, speaker agrees to abide 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.