



## Call for Speakers Annual Spring Conference Elevate, Innovate and Dial Up HR April 11, 2019

The CHRA Spring Conference Committee is looking for engaging breakout presenters (1.25 hours in length) for CHRA's Annual Spring Conference at Martin's West on April 11, 2019

### TOPICS OF INTEREST

Speakers who provide *strategic* content that supports the conference theme and that is highly interactive are preferred. Examples of topics include, but are not limited to:

Artificial Intelligence	Leadership Development
Benefits	Learning & Development
Change Management	Mentoring
Coaching	Performance Management
Compensation	Project Management
Disruptive Innovation	Risk Management
Diversity & Inclusion	Remote Workforce
Employee Engagement in Modern Workforce	Strategic Planning
Employee Relations	Succession Planning
Employee Wellbeing	Talent Acquisition
Feedback and Recognition	Workforce Planning
Global HR	Workplace Bullying
HR in the C-Suite	
HR Technology	
HR Department of One	

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.

### SELECTION PROCESS AND NOTIFICATIONS

The committee will review proposals and contact those whom they wish to schedule and also notify those who are not selected by January 1. Some speakers may be asked to be a back-up speaker if they wish to do so. Because we try to balance the topics and presenters scheduled and respond to member interests, 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 specific proposals were not selected. *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.*

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#### **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 programs
  - Programs pre-approved for HRCI Business/Strategic Credit
  - Support conference theme: **Elevate, Innovate and Dial Up HR**
  - 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](mailto:INFO@CHRA.COM) NO LATER THAN DECEMBER 3, 2018.**

*(Proposal found on next page...)*



Serving the Greater Baltimore Area HR Community Since 1930

## **2019 CHRA Spring Conference Speaker Proposal:** **Deadline to submit proposal: December 3, 2018**

***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.: coaching, recruitment, staff development, etc.):
5. **Session Title** (*program must be 1.25 hours in length*):
6. **Session Overview:** please provide 1-3 brief paragraphs describing:
  - a. **The session and its benefits to HR practitioners –**  
*This summary should be written in a manner that could be used to advertise the session and would motivate members to attend.*
  - b. **Learning Objectives –**
  - c. **Attach/Provide a PowerPoint or outline – Recommended**
7. **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:
8. **Your Qualifications to Teach this Subject / Your Biography:** (Do not attach as a separate document):
9. **Session Format:** please describe the delivery format. Please indicate, besides Q&A, specifically "HOW" (what activities/exercises) you will use to interact with attendees:
10. **AV/Room Set up:** audio/visual needs:
11. **Other Topics:** for future reference, please list other topics for which you have expertise and on which you could present.

**12. Proof of Performance:**

- a. Please submit documentation such as evaluation summary from two public presentations where you scored 4.0 out of 5.0 or similar scale (SHRM affiliated organizations preferred):
- b. Please provide one or two web links to video/YouTube of your presentations:
- c. Please also provide in the space below 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. 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.*

**14. 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:

**15. Email Your Completed Form to: [info@chra.com](mailto:info@chra.com) NO LATER THAN DECEMBER 3, 2018.**

**\*Important note regarding honorarium and expenses:**

*If selected, all presenters are responsible for their own program content, expenses (such as travel) associated with the speaking engagement, and applicable handouts. CHRA will work with the presenters on providing agreed upon audio/visual. CHRA, as a non-profit, does not supply honorarium to speakers or cover any travel expenses.*