



Call for Speakers

Monthly Program Education Sessions

September 2019 – June 2020

Deadline to Submit: April 1, 2019

The CHRA Professional Development Committee is looking for presenters!

FORMAT

Presenters will deliver CHRA's Monthly Meeting Programs (**face-to-face meetings: two hours in length, webinars: one hour in length**) for the education season that begins September 2019 and runs through June 2020. Are you a HR Practitioner? Developing and delivering one of these programs qualifies for HRCI and SHRM (4) certification credits. Are you a service provider? Make sure to partner with a HR practitioner or client.

PROGRAMS OF INTEREST

Speakers who provide *strategic* content that is engaging and highly interactive are preferred. Ideal sessions include active participation by attendees, and provide tangible takeaways, such as concrete policy guidance or best practice strategies. Feedback from members has indicated that speakers often spend too much time going over "basics" or establishing their topic and then rushing the real valuable "meat" of the content at the end. Presentations should offer participants a depth of understanding that goes beyond a basic introduction.

Presentations that would qualify for HRCI business certification credits are desired. Please see the separate HRCI document for details on the requirements of these programs.

Examples of topics include, but are not limited to **Legal and Regulatory Updates, Risk and Compliance, Recruitment Strategy, HR Technology, Leadership & Navigation, Ethical Practice, Business Acumen, Global & Cultural Effectiveness, and Relationship Management.**

Programs presented by consultants or attorneys must focus on HR professional development education and cannot be marketing/sales oriented to their specific products, firms or services. Consultants, attorneys or other service providers are expected to partner with an active HR client or practitioner during the presentation.

DATES

CHRA in-person education sessions are typically held on the third Wednesday of each month and are two (2) hours in length. The prospective dates that we are currently trying to fill are:

- Wednesday, September 18, 2019 - Rolling Road Golf Club 5:30 - 8:00 pm
- Wednesday, January 15, 2020 - CCBC Owings Mills 8:30 - 11:00 am
- Wednesday, February 19, 2020 - PSA Financial 5:30 - 8:00 pm
- Wednesday, March 18, 2020 - CCBC Owings Mills 8:30 - 11:00 am
- Wednesday, May 6, 2020 - JHU Eastern 5:30 - 8:00 pm
- Wednesday, June 3, 2020 - CCBC Owings Mills 8:30 - 11:00 am

SELECTION PROCESS AND NOTIFICATIONS

The committee will review proposals and contact submitters by November 1 (earlier for those selected for September and October meetings). Some speakers may be asked to serve as a back-up speakers. Because we try to balance the topics and presenters scheduled and respond to member interests, it is not possible to schedule everyone who submits a proposal. Due to the number of proposals received, we are unable to detail specific reasons why a proposal was 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 number of times a prospective presenter has submitted proposals.*

CRITERIA USED TO SELECT SPEAKERS

1. The proposal was completed in-full, met all required criteria, and was submitted on time to CHRA.
2. Both Bodies of Knowledge and Competencies were tied to the presentation.
3. Preference is given to:
 - Engaging programs
 - Programs pre-approved for HRCI Business/Strategic Credit
 - Presentations connected to desired themes
 - Proof of prior successful performance (e.g., evaluations from prior speaking engagements)
 - Vendors paired with an HR Professional
4. Positive references
5. Committee 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 APRIL 1, 2019.

(Proposal found on next page...)



Serving the Greater Baltimore Area HR Community Since 1930

2019-2020 CHRA Monthly Meetings Speaker Proposal: **Deadline to submit a proposal: April 1, 2019**

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. **Preferred Format:** **Webinar (1 hour)** **Face-to-Face (2 hours)**
5. **General Topic Area of This Proposal** (e.g.: coaching, recruitment, staff development, etc.):
6. **Session Title** (*program must be 2 hours in length*):
7. **Session Overview:** please provide 1-3 brief paragraphs describing:
 - a. **The session and its benefits to HR practitioners –**
 - 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.
8. **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:
<https://www.hrci.org/docs/default-source/web-files/2018-sphr-exam-content-outline.pdf>
 - b. To find the SHRM HR Body of Competency and Knowledge visit
<https://www.shrm.org/certification/Documents/SHRM-BoCK-FINAL.pdf>
 - c. Has this presentation already been approved for HRCI credits? Yes No
If Yes, for "HR" or "Business" credit? Please Provide the HRCI number:

This will be used to submit to the HR Certification Institute to obtain recertification credit for your presentation. 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 the of attendees.
9. **Your Qualifications to Teach this Subject / Your Biography: (Do not attach as a separate document):**
10. **Session Format:** please describe the delivery format. Please indicate, besides Q&A, specifically "HOW" (what activities/exercises) you will use to interact with attendees:
11. **AV/Room Set up:** audio/visual needs:
12. **Other Topics:** for future reference, please list other topics for which you have expertise and on which you could present.

13. 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.

14. 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.*

15. 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:**

16. Email Your Completed Form to INFO@CHRA.COM NO LATER THAN APRIL 1, 2019.

***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.