

## **ABOUT HR HOUSTON**

HR Houston is one of the largest local affiliate chapters of the 285,000 member Society of Human Resource Management. With over 2,000 members in the Greater Houston area, HR Houston's 30+ monthly meetings each year provide professional development and recertification credit. HR Houston is particularly interested in educational presentations that meet the curriculum and standards for SHRM Professional Development Credits (SHRM-CP and SHRM-SCP) and HR Certification Institute recertification credit (PHR, SPHR and GPHR)

## **MONTHLY MEETING PRESENTATION OPPORTUNITIES**

### ***Educational Sessions Offered at General Meeting***

- Up to three hours of educational sessions (morning sessions and a luncheon)
- A presentation is 60 minutes, with limited opportunities for 90-minute or 2-hour presentations
- Typically held at a hotel in a central area of town with easy access by any of the major freeways
- Average attendance of 75-125+
- Held in January, March, June and August

### ***HR in Your Neighborhood Meetings***

- Local meetings at member companies in Southwest, Downtown, Cypress, Westchase, Far West, Inner Loop and The Woodlands
- A presentation is 60 minutes
- Average attendance of 15-30+
- Held in September, November, February and April

## **SELECTION PROCESS**

- Complete HR Houston's online monthly meeting proposal form ([LINK](#))
- Describe your presentation succinctly. The summary/overview and objectives will be submitted to/reviewed by SHRM to determine approval for Professional Development Credits (PDCs) and HR Certification Institute to determine approval for recertification credit.
- Submitted materials will be reviewed for content, quality and relevance to HR Houston's program goals.
- Incomplete submissions will not be considered.
- HR Houston reserves the right to check professional references to verify presentation quality and skills.
- If the proposal is accepted, you will receive an invitation to participate with information regarding the schedule and other information relevant to your presentation.

## **MARKETING POLICY**

HR professionals attend chapter events to further their knowledge on the latest HR trends and to learn techniques relevant to their jobs. Further, neither SHRM nor the HR Certification Institute will grant recertification credit for sales/marketing presentations. Speakers agree to refrain from promoting their companies, products or services during their presentations.

In the interest of attendees, this marketing policy includes, but is not limited to, the following:

- Contact information is limited to the last PowerPoint slide and/or handout page ONLY.
- DO NOT solicit or collect attendee contact information
- NO selling, "raffling off" or conducting drawings for any products or services
- We have an obligation to protect attendee privacy; therefore, videotaping, audiotaping or photography without prior approval is not permitted

## **SPEAKER HANDOUTS, FEES & EXPENSES**

**Handouts for Meeting Attendees:** Speakers are responsible for providing their own handouts. While handouts are not required, a majority of speakers provide them and attendees appreciate their consideration.

**Fees & Expenses:** HR Houston does not pay speaker fees or reimburse expenses for monthly meetings.

## **SHRM PREFERRED PROVIDER**

HR Houston is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP and the SHRM-SCP. For more information on the SHRM certifications, visit [www.shrmcertification.org](http://www.shrmcertification.org).

## **APPROVAL FOR HR CERTIFICATION INSTITUTE CREDIT**

HR Houston is an approved provider of continuing education hours for PHR, SPHR, and GPHR recertification through the HR Certification Institute. For more information, visit [www.hrci.org](http://www.hrci.org).