

ABOUT HR HOUSTON

HR Houston is one of the largest local affiliate chapters of the 300,000-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. We are 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 90-150 (depending on the topic)
- Held in January, March, June and August

HR in Your Neighborhood Meetings

- Local meetings at member companies in Southwest, Downtown, Cypress, Westchase, Ship Channel, Far West, Inner Loop and The Woodlands
- A presentation is 60 minutes (a lunch & learn format)
- 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 can 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.

HR Houston believes that knowledgeable speakers who provide audiences with practical information on important issues in a professional manner will attract those interested in products and services of their own accord. Our speakers agree that they won't use this appearance as an opportunity to promote their companies, products or services, which includes:

- NO soliciting or collecting of attendee contact information or business cards
- NO selling, "raffling off" or conducting drawings for products or services
- Prior approval required for videotaping, audiotaping or photographing

Promoting Your Presentation: Your presentation will be promoted in many different formats over the 6-8 weeks prior to the event:

- Quarterly postcard (snail mail) to 2,000+ local members
- Electronic weekly updates (each Monday)
- Email announcements and reminders
- Event Calendar at www.hrhouston.org

SPEAKER HANDOUTS, FEES & EXPENSES

Handouts for Meeting Attendees: While handouts are not required, many speakers provide them and attendees appreciate their consideration.

Slide Deck: Many speakers make their PPT presentations available to attendees following the meeting. If you choose to do so, provide the file to HR Houston's staff and they will distribute to registered attendees in a .pdf format.

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

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.