

HR HOUSTON'S PROPOSAL FOR PRESENTATION

(This proposal form may not be altered and must be completed in its entirety)

INFORMATION ABOUT HR HOUSTON

HR Houston is the fourth largest local affiliate of the 175,000 member Society of Human Resource Management. With over 1,800 members in the Greater Houston area, HR Houston sponsors monthly meetings offering professional development sessions, stand-alone workshops and seminars, and an annual conference. The Gulf Coast Symposium on HR Issues is held in April and features 45-50 concurrent sessions, 170 booths in the exhibit hall and is attended by more than 900 area HR professionals.

The purpose of this form is to gather standardized information from all potential presenters/speakers. This form must be completed to be considered for a presentation at HR Houston's meetings, workshops, seminars or conferences. HR Houston is particularly interested in educational programs that meet the curriculum and presentation standards for HRCI credits – the standard for recertification for PHR and SPHR designees.

SELECTION PROCESS

- Submit your proposal and Promotional Material/Information, sample handouts and any other material that will aid in understanding the specific topic and its relevance to the HR professional community.
- Electronic submission is preferred. HR Houston is solely responsible for the layout and production of all promotional pieces and reserves the right to edit program copy as needed.
- Submitted materials will be reviewed for content, quality and relevance to HR Houston's program goals. Incomplete submissions will not be considered.
- HR Houston will check to professional references to verify presentation quality and skills.
- If this proposal is accepted, you will be contacted by the committee to discuss dates, location and programs.

PRESENTATION OPPORTUNITIES

Chapter Meetings – 60-minute or two-hour presentation, typically as a morning addition to a regular monthly lunch meeting. (60-minute sessions are designated as Interest Groups; two-Hour sessions are Mini-seminars.) Handouts are recommended.

Workshop – A three-hour presentation usually offered as a stand-alone or as a pre-Symposium event. Topics should be specific in nature. Training should include handout materials and interactive, practical activities for attendees.

Seminar – A six to seven hour (full-day) presentation. Seminars should provide skill-building activities, including substantial practice exercises and group discussion. Seminars also require significant handout materials for attendees.

Symposium (Conference) – A two-day event, held with multiple speakers and topics offered as concurrent sessions. A typical conference segment is 60-75 minutes and may be repeated. Presentations by or including practitioners are given special consideration. Handout materials are also required.

MARKETING POLICY

HR professionals attend chapter events to further their knowledge on the latest HR trends and to learn techniques relevant to their jobs. Chosen speakers agree to refrain from promoting their products or services during their presentations. HR Houston believes that knowledgeable speakers who provide their audiences with practical information on important issues in a professional manner will attract those interested in products and services of their own accord.

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

- Logo and contact information on handouts is limited to the last slide or handout page ONLY.
- Selling or "raffling off" or drawings for any products or services is not allowed. Exceptions on the sale of authored, signed published books will be made on a case-by-case basis.
- Soliciting attendee contact information for any purpose is not allowed. Contact initiated by the attendee is completely acceptable.
- Videotaping and audio taping are prohibited unless approved in writing by the HR Houston office at least 30 days prior to the presentation.

There are opportunities available for promotion by purchasing a booth in the EXPO, or if you are a published author, your book may be considered for placement in the Bookstore and the scheduled book signings (see section below for criteria.)

SPEAKER HANDOUTS

Speakers are responsible for providing their own handouts. While handouts to those attending sessions are not required, a large majority of speakers provide them and attendees greatly appreciate them. Information on shipping will be provided to those speakers chosen. Production numbers may be obtained by contacting HR Houston's office 3-7 days prior to the event at hrhouston@AssociationServicesTeam.com

SPEAKER FEES & EXPENSES

HR Houston does not pay speaker fees or reimburse expenses for the majority of the speaking opportunities, i.e., Symposium sessions, workshops or sessions offered at monthly chapter meetings.

SYMPOSIUM SPEAKER BENEFITS

- **Symposium Registration:** If selected as a presenter at the Symposium, you may attend the entire conference at no charge including all Keynote addresses and social events.
- **Audiotaping:** Subject to your approval, audiotapes will be made of your session and made available for purchase by attendees. Speakers who agree to have their sessions taped will receive an audiotape of their presentations at no charge.
- **Bookstore Sales:** Should the conference offer a bookstore, we will entertain requests for the inclusion of your published book if the topic is relevant to your presentation. Note: All publishers' information must be completed on this form in order to be considered. Audiotape and book sales are not permitted during Educational Sessions.
- **CD-ROM of Symposium Proceedings:** The Symposium produces a CD-ROM featuring the speakers' handouts from the concurrent sessions. Each attendee receives a copy of the CD-ROM at check-in. If you choose to send your handouts by the deadline, you will also have the opportunity to include one page of marketing material as the final page of your handout. Contributing your handouts for the CD-ROM increases your visibility and insures that Symposium participants are able to pass your concepts on to others in their company and to contact you long after the event in the event their company might be interested in your expertise and services. Although, participants value the CD, they are very appreciative of speakers who also bring copies for handouts for their session which facilitate note taking and retention of the learning.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. Complete the Speaker Proposal in its entirety; do not attach additional pages or documents.
2. Move to the next data field by using your "tab" key.
3. Make sure all content is written into the proposal, do not attach extra pages.
4. Review for accuracy, completeness and neatness as this information provided will be printed in brochures, publications and on the website.
5. If submitting proposals on more than one topic or for more than one Speaking Opportunity, complete a separate Speaker Proposal.

HR Houston reserves the right to edit submitted information as deemed appropriate.

SPEAKER PROPOSAL FORM (This form must be filled out in its entirety.)

All published information will be based on your submitted application. Proofread your submissions thoroughly.

Speaker's Full

Name & Prof

Designations:

Title:

Company:

Address:

City:

State: _____ Zip code: _____

Work Phone:

Cell Phone:

Fax No:

E-mail Address:

Alternate Contact's

Full Name:

Phone No:

E-mail Address:

Are you a member of HR Houston? Yes Since _____ No

Are you a member of: SHRM National Other HR-related association(s): _____

Have you conducted this or a similar presentation for SHRM or similar groups? Yes No

If so, name of group(s): _____

If you have not previously presented at an HR Houston sponsored event, please provide two references from other conferences or events at which you have presented:

Organization/

Name:

Event:

Phone/email:

Organization/

Name:

Event:

Phone/email:

Will your session be given by more than one person? Yes No

If yes, please list the name and related information of the additional presenter:

2nd Speaker's

Full Name &

Prof Desig:

Title:

Company:

Address:

City:

State: _____

Zip code: _____

Work Phone:

Cell Phone:

E-mail:

Fax No:

FOR SYMPOSIUM PRESENTERS:

Will you be bringing a technician to assist you with your presentation? Yes No

Note: You will be permitted one technical assistant; they will be allowed access to your session only.

If yes, name: _____

TITLE OF SESSION--10 words or less

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DESCRIPTION/OBJECTIVE OF SESSION in Paragraph Form—60 words or less

EDUCATIONAL SESSION TRACKS

Give serious thought to your session topic, title, session description and session introduction. If you are selected as a speaker, this information will be used for promotional purposes and may not be changed later.

Please select the track that best fits your session:

- | | | |
|-----------------------------|----------------------------------|--------------------------|
| Compensation/Benefits | Professional and Personal Growth | Technology in HR |
| Employer/Employee Relations | Small Business Professionals | Training and Development |
| Legal/Regulatory | Staffing and Recruiting | |
| Organizational Development | Students | |

LEVEL OF PROGRAM

Check all that apply (programs geared to specific levels are strongly preferred)

- | | |
|---|---|
| Level 1: Non-exempt HR | Level 4: Senior (10-15 yrs exp; Sr. Manager/Director) |
| Level 2: Basic Exempt HR (1-5 yrs exp) | Level 5: Executive (15+ yrs exp; Director/VP) |
| Level 3: Intermediate (5-10 yrs exp; Manager, Sr. Generalist) | All Levels |

PRESENTATION VENUE PREFERENCE

Check all that apply. Choose the format that lends itself best to your topic and the length of your presentation.

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|--|---|
| Chapter Meeting: Interest Group (60 min) | Seminar: 6-7 hours (full day) |
| Chapter Meeting: Mini-seminar (2 hrs) | Symposium Concurrent Session: 60-75 minutes |
| Workshop: 3 hours | |

LEARNING OBJECTIVES:

After this session, the attendee will be able to: (List 3 brief points specific to your session content)

1. _____
2. _____
3. _____

AUDIO VISUAL – The deadline for changes to AV requests is 45-days prior to the event.

All rooms will be equipped with the following:

- LCD Projector for PowerPoint (**Laptop computer MUST BE provided by the speaker.**)
- Screen
- Wired Lavalier Microphone
- Podium and Podium Microphone

Other equipment available by special request and may incur an equipment charge. Please indicate:

- Overhead Projector
- VCR/Monitor
- Flipchart(s)/Easel (**Flipcharts are discouraged at the Symposium due to room size**)

ROOM SET-UP — Rounds of 10 for regular chapter meetings; theater style for Symposium sessions. Indicate requirements for other workshop or seminar set-up:

SYMPOSIUM BOOKSTORE

HR Houston's Symposium Bookstore Provider orders books directly from publishers; please provide all book titles and contact information requested below. The publisher is responsible for shipping charges to the Conference. The bookstore is not responsible for books lost in shipment. HR Houston nor the Bookstore Provider guarantees the availability of speaker books due to publisher restrictions or difficulty in contacting the publisher.

I am interested in having my book(s) offered in the Conference Bookstore (audio and videotapes are not recommended due to damage that may occur in shipping).

Book Title: _____
Title ISBN Number: _____
Publisher(s): _____
Contact Name: _____
Phone Number: _____ Fax Number: _____
E-mail Address: _____

I will be recommending the following books during my session:

Book Title/Author/ISBN Number: _____
Publisher: _____

Book Title/Author/ISBN Number: _____
Publisher: _____

Book Title/Author/ISBN Number: _____
Publisher: _____

SYMPOSIUM AUDIO TAPING OF SESSION

I hereby give permission, do not give permission for the audio taping of my Educational Session.

I assign all rights to and release from liability HR Houston and/or the Gulf Coast Symposium on HR Issues for the recording, reproduction, exhibition and distribution of voice communications, CD-ROM publication and presentation handout materials as a presenter/speaker at the Gulf Coast Symposium on HR Issues.

ACKNOWLEDGMENT

If selected, I understand that I will not receive a fee or expenses paid for my presentation. I agree to adhere to the schedule furnished by HR Houston. I understand that my presentation is not a showcase for promotion of my business, practice or product, and I will not "sell" my products or services from the HR Houston/Gulf Coast Symposium speaker platform. I understand that HR Houston/Gulf Coast Symposium is not responsible for shipping and/or printing charges. I agree to follow the regulations set forth in this agreement.

Electronic Signature

Date

Completion of this page validates your proposal for consideration.

PLEASE RETAIN A COPY OF THIS PROPOSAL FOR YOUR RECORDS.

PRESENTATION MARKETING INFORMATION

This information will be used at HR Houston's discretion to promote attendance at the proposed presentation through newsletters, programs, brochures, web announcements and speaker introduction.

Part #1—A Compelling statement, including vital statistics and current trends; or a problem statement using statistics of current trends.

Part #2 General statement (How does the topic or problem affect the attendee's career or life?)

Part #3 Using compelling learning objectives, show attendees how #2 will be accomplished or resolved. (By attending this presentation, HR professionals will be able to -- [bullet – action verb])

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Part #4 Closing sentence that will persuade HR professionals to attend the program.

Part #5 Who should attend? Please provide specific job titles and/or level of expertise

Speaker Biography—Briefly list experience, results and accomplishments that relate specifically to your topic. (100 words or less). Include information on co-presenter, if applicable. (Word count up to 175 words for both)

Thank you for your interest in the HR Houston and the Gulf Coast Symposium on HR Issues!

For more information, visit our website at www.hrhouston.org or e-mail SymSpeakers@AssociationServicesTeam.com