

HRPBC Speaker Conference Expectations

1. Speakers are responsible for providing their own handouts and copies to presentation attendees.
 - a. Please note that while handouts to those attending your session are not required, a large majority of our speakers typically provide them and attendees greatly appreciate them.
 - b. If you are selected to present, we will provide you with information on where to ship your handouts prior to the conference if you wish to do so.

2. Speakers are required to provide a sample video of a previous presentation/speaking event if selected to present at this year's conference as it will be share with our members at monthly HRPBC Dinner meetings.
 - a. If you are selected, a member of the conference committee will provide more information regarding this requirement.

3. Speakers are eligible to attend the conference sessions free of charge.

4. Although speakers are not to "sell" products or services through presentations, feel free to leave business cards for attendees so that they may contact you after the conference.

5. Any changes to a speaker's presentation must be communicated as soon as possible so that the correct information is listed in our conference program and on the HRPBC Conference mobile app.

6. If selected to present, speaker will not conduct this exact presentation to a similar Florida SHRM group within 60 days prior to the conference.

7. If selected, speaker will provide HRPBC with the final electronic copy of the approved presentation no later than 30 days prior to the conference – 5/5/2019.

8. You are responsible for bringing your own laptop.

9. You will be asked to accept or not accept the terms of this proposal at the end of your submittal. You must accept the terms of this proposal to validate your proposal for consideration.