



Speaker Proposal Packet

2020



Thank you for your interest in being a presenter with HRPBC. As a not-for-profit professional association, HRPBC offers members the opportunity to become leaders in their profession, leaders in their organization, and leaders in their community. One of the ways we achieve this goal is by offering quality professional development at our monthly Chapter meetings. This packet contains information to assist you in determining whether the service that you offer meets this goal. Enclosed you will find:

- ✓ Information on HRPBC
- ✓ Types of presentations accepted
- ✓ Meeting logistics
- ✓ Speaker logistics
- ✓ Required form(s) and additional information on our presentation certification requirements

Join us as we work to support the professional development of local professionals and the future of HR!

If you have any questions about becoming a speaker at an upcoming HRPBC monthly chapter meeting, please do not hesitate to contact me at programs@hrpbc.org

Sincerely,

John Muller
Director, Programs & Certifications

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About HRPBC

A Chapter of the Society for Human Resource Management is a not-for-profit, 501(c)6 organization dedicated to the development and improvement of our members, high standards of performance for its members, and greater recognition of the professional status of Human Resource Management. Accomplishment of the goals and objectives are encouraged through participation of members in Chapter activities, trading of ideas, mutual assistance and dissemination of information regarding the chapter, its individual members and the profession. www.hrpbcc.org

HRPBC is proud to be involved in advancing and serving the human resource profession, by continuing to encourage membership, professional development, and certification to its membership base consisting of over 600 human resources professionals and business partners located throughout the Greater Palm Beach County.

Each month, Chapter meetings are held to help our members keep up with the rapidly changing HR and workplace environment. Attending programs and meetings provides the HR professional with the opportunity to:

- Network with peers
- Enhance their professional skills
- Gain insight into the latest HR issues and trends
- Discover the newest developments in HR products & services
- Search out new sources and suppliers
- Share strategies for better managing HR challenges

Professional Development

We provide our membership with topics that will allow us to advance the human resource profession and the capabilities of all human resource professionals to ensure that HR is an essential and effective partner in developing and executing organizational strategy. The following are some guidelines to consider when submitting a proposal to HRPBC

HR Credit Sessions

- Sessions must relate directly to the PHR & SPHR Body of Knowledge and SHRM HR Competencies as it is our intention that all meetings receive HR Certification Institute HR or Business recertification credits and SHRM Professional Development Credits.
- Sessions should be 60 minutes in length.
- Speakers are expected to honor our commitment to provide education by not showcasing or promoting the speaker's practice, services or products. Note that speakers can also sponsor a chapter meeting, but the presentation should be separate from the sponsorship.

Presentation Information

We strive to offer a balanced program of educational sessions by selecting proposals that best fit our mission.

Practical Application. Sessions conducted by practitioners that include practical, immediately applicable work tools will be given preference. We seek presentations that will provide attendees with information that will improve their effectiveness on the job. In addition, all sessions must directly relate to the HR Certification Institute recertification program and the SHRM Competency Model. It is our intention that all Chapter meetings receive recertification credits.

We seek experienced presenters with proven speaking ability. Those with a track record of speaking and performing well in front of an audience of 100 to 300 will be given preference.

Applicants who submit videotapes, previous evaluations, and/or letters of recommendation from previous audience participants will receive preference in the program selection process, as will applicants who have received positive evaluations from another SHRM Chapters or the national organization. Please note that copies of proofs of performance will not be returned.

- Videos – Videotapes/CDs/DVDs/electronic files of the speaker presenting a session. Promotional videos about your organization or highlighting products and services are not acceptable.
- Evaluations – Evaluations that show your quality ratings and scores from previous speaking engagements. Please include the number of attendees present.
- Letters of Recommendation – Letters from the organizer of your previous sessions or from SHRM chapter to whom you have spoken will be accepted.

Chapter Meeting Logistics

Our Chapter dinner meetings are typically held the third Tuesday of the month.

4:30 PM – 5:30 PM	Pre-meeting workshop
5:30 PM – 6:00 PM	Networking
6:00 pm – 7:00 PM	Dinner
7:00 pm – 8:00 PM	Speaker presentation

All meetings include food and beverage for attendees, a non-profit spotlight, and sponsor that include microphone time.

Speaker Logistics

Interested Speakers should complete the attach form and provide the following for consideration as a Speaker:

- Speaker Information Form – this form will be used to obtain basic information on your presentation. Additionally, information provided on this form will determine if the program is eligible for SHRM or HR Certification Institute recertification credits. If your presentation previously been certified by the HR Certification Institute and/or SHRM, please indicate that on your proposal as we give preference to HR Certification Institute and SHRM credited presentations.
- Speaker's Biography – this will be used for promotional material and to introduce the speaker at the Chapter meeting.
- **Attach Speaker Photo** -Please attach your professional photo in .jpg or .tiff format (up to 512 KB) to your application email.
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- Speaker Handouts/Supplemental Materials – please provide prior to the event if you are sharing a handout/materials to Chapter meeting attendees. Please bring copies to the event.
- Social Media Contact Information – please provide for promotional material and for additional follow-up contact after the Chapter meeting.
- One 300dpi, high resolution image of the Speaker – this will be used for promotional material and social media.
- Speaker Confirmation Letter – once all of the above items have been received along with the designated booking date, a letter will be sent to you to confirm Chapter meeting details. The Speaker's signature will be required.

Once required form(s) and materials are submitted, the Speaker will be notified within 7 to 10 business days if they have been chosen as a speaker. Arrangements will be made with the Speaker's coordinator on a booking date confirmation. Each request will be individually considered, based on topic/content, booking date availability and budget considerations

Speaker Reimbursement Guidelines

- We will provide audio-visual needs which may include electronic projection equipment, podium, microphone, or flipcharts with markers upon request.
- We understand that Speakers' presentations may be copyrighted. However, we request that you make any slide presentations and handouts available to our members electronically, if permitted.
- We seek Speakers who are willing to share their expertise without the expectation of payment in the spirit of networking and enhancing the HR profession, a purpose in which the Society was founded. If a speaking fee is requested, please ensure to include the amount on the Speaker Information Form.

HRPBC provides charitable donations to the SHRM Foundation, a non-profit 501(c) 3 organization, that provides educational and certification scholarships to HR college/university students and professionals, fund HR research and provide educational resources around the world. In lieu of full speaker honorarium, we ask consideration to allocate a portion as a voluntary contribution to the SHRM Foundation. We will submit the check payable to the SHRM Foundation, noting it is in lieu of speaker honorarium, on your behalf.

Expectations

We expect Speakers to:

- Meet all deadlines;
- Present a session that is 60 minutes in length
- Arrive at the meeting site at least 60 minutes prior to the scheduled start of your session;
- Retain the session content, audio/visual needs as originally submitted;
- Not add a co-presenter or change the identity or number of presenters without permission;
- Provide high-quality handouts by the date and in the format requested;
- Provide HRPBC with an electronic copy of the presentation by the date and in the format requested for inclusion on our website.
- Honor our members to provide education and not showcasing or promoting the Speaker's practice, services or products; and

- Respect the HRPBC Meeting as the sponsoring organization with either positive or neutral comments from the platform. No selling can be done during the Chapter meeting. All Speakers who would like to showcase their products and/or services are encouraged to be a sponsor of the event.

In return, HRPBC will:

- Provide a complimentary registration for the Chapter meeting which includes a meal;
- Grant you valuable professional exposure;
- Provide you with your evaluation scores after the Chapter Meeting.

Speaker's Request

Review your submission for completeness and accuracy. Proposals with missing information cannot be evaluated. Submit all required items to **Programs Chair**, programs@hrpbc.org

Name	Click here to enter text.
Job Title	Click here to enter text.
Company/Organization	Click here to enter text.
Address	Click here to enter text.
City, State, ZIP	Click here to enter text.
Office Phone	Click here to enter text.
Mobile Phone	Click here to enter text.
FAX Number	Click here to enter text.
Email Address	Click here to enter text.
Website	Click here to enter text.

		Requested Amount	Approved Amount
Travel Required	<input type="checkbox"/> YES <input type="checkbox"/> NO	Click here to enter text.	Click here to enter text.
Speaker Fee Required	<input type="checkbox"/> YES <input type="checkbox"/> NO	Click here to enter text.	Click here to enter text.
Honorarium	<input type="checkbox"/> YES <input type="checkbox"/> NO	Click here to enter text.	Click here to enter text.
Deposit Required	<input type="checkbox"/> YES <input type="checkbox"/> NO	Click here to enter text.	Click here to enter text.
Balance		Click here to enter text.	Click here to enter text.
Donation to SHRM Foundation	<input type="checkbox"/> YES <input type="checkbox"/> NO	Click here to enter text.	Click here to enter text.
Total Travel Reimbursement		Click here to enter text.	Click here to enter text.

Will you require hotel accommodations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Audio/Visual Equipment Needed (Please check all that apply)	<input type="checkbox"/> Electronic Projection Equipment <input type="checkbox"/> Screen <input type="checkbox"/> Flip Charts with Markers How many? _____ <input type="checkbox"/> Laptop <input type="checkbox"/> Podium <input type="checkbox"/> Lectern <input type="checkbox"/> Hand-held Microphone <input type="checkbox"/> Wireless Microphone <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Do you have handout(s) that you will bring for attendees?	<input type="checkbox"/> YES <input type="checkbox"/> NO

HR Topic	Click here to enter text.	
Title of Presentation	Click here to enter text.	
Program Description	Click here to enter text.	
Learning Objectives	Click here to enter text.	
Is this Program certified by the HR Certification Institute?	<input type="checkbox"/> YES	If yes, please provide HRCI Activity ID, SHRM Chapter/Location & Date
	<input type="checkbox"/> NO	Click here to enter text.
		Click here to enter text.
Is this Program certified by SHRM?	<input type="checkbox"/> YES	If yes, please provide SHRM Activity ID, SHRM Chapter/Location & Date
	<input type="checkbox"/> NO	Click here to enter text.
		Click here to enter text.
Speaker Biography	Please attach.	
Proof of Performance	Previous Presentation information	
#1 Presentation	Click here to enter text.	
Organization	Click here to enter text.	
Date Presented (month & year)	Click here to enter text.	
#2 Presentation	Click here to enter text.	
Organization	Click here to enter text.	
Date Presented (month & year)	Click here to enter text.	
Social Media Information	LinkedIn: Click here to enter text.	Google+: Click here to enter text.
	Facebook: Click here to enter text.	Instagram: Click here to enter text.
	Twitter: Click here to enter text.	Other: Click here to enter text.
	YouTube: Click here to enter text.	Other: Click here to enter text.