



2018 HRPBC Call for Presenters

Share your experience and expertise with your colleagues in human resource management at the HRPBC Annual HR Conference . Others will benefit from your experience while you make a valuable contribution to the profession's field of knowledge. You are cordially invited to submit a proposal.

2018 – *Annual* Conference HRPBC May 16th & 17, 2018

**Pre-Conference, Wednesday May 16, 2018**

**Marriott West Palm Beach  
1001 Okeechobee Blvd,  
West Palm Beach, FL 33401**

**Directed to:**

[conferencechair@hrpbc.org](mailto:conferencechair@hrpbc.org)

or

Aimee Mangold, SHRM-SCP, SPHR  
HRPBC Conference Chair  
Kolter Hospitality  
701 S. Olive Ave Suite 111  
West Palm Beach, FL 33401

Phone: 561-267-6356  
Fax: 561-682-1050

Monica Buzek, SHRM-CP, PHR  
HRPBC Conference Co-Chair  
12423 Pleasant Green Way  
Boynton Beach, FL 33437

Phone: 561-704-3543

**For your convenience, you may download a pdf copy of the proposal for planning purposes only.**

CONFERENCE OVERVIEW

HRPBC 2018 Annual Conference will be the pre-eminent conference for human resources professionals in Palm Beach County. This event promises to provide informational and educational opportunities of the highest quality to HR professionals.

**3 Keynote Sessions**

**12 Educational Sessions**

**A sponsor and exhibitor hall**

**Attendance of 275+ human resources professionals**

**If selected as a presenter, you may attend all Conference sessions at no charge, including all Keynote addresses. Sales of products/services are not permitted during Educational Sessions.**

**If you wish to provide printed handouts to our conference attendees, speakers are responsible for providing their own copies. While handouts to those attending your session are not required, a large majority of our speakers provide them and attendees greatly appreciate them. 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.**

**Concurrent Educational Sessions are scheduled for One hour each**

IMPORTANT INFORMATION FOR PRESENTERS

**Complete this 2018 presentation proposal with all information requested and review for accuracy and completeness. The information you furnish may be edited if necessary due to space limitations and will be printed in our brochures, publications and website.**

**More than one presentation may be submitted for consideration; however, one proposal per presentation must be completed.**

**HRPBC strives to offer a balanced program by selecting proposals that best fit within the conference framework. The programs selected will be based upon the SHRM body of knowledge, the HR competency model, and major socioeconomic trends shaping the workplace. Alternative views and counterpoint issues are welcome, particularly when lessons learned from first-hand experience are offered as models/examples.**

**Co-presenters are discouraged unless it is relevant to the program itself. Speakers wishing to bring a co-presenter must clearly state who the co-presenter will be and their bio and contact info must also be provided. Please do not list a co-presenter as an alternate contact.**

**The HRPBC provides an outstanding opportunity for speakers to increase their visibility and establish valuable contacts with a targeted HR audience at this annual conference. Following are guidelines for speakers at the HRPBC:**

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

**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. Please let us know of any changes to your presentation as soon as possible so that the correct information is listed in our conference program and on the mobile app.**

**You will not conduct this exact presentation to a similar Florida SHRM group within 60 days prior to the conference.**

**Laptops will be provided. You may bring your presentation on a USB.**

**If you are a published author, HRPBC will make every effort to have your publication available on a conference table (provided on-site.)**

**At the end of your submittal, you will be asked to accept or not accept the terms of this proposal. You must accept the terms of this proposal to validate your proposal for consideration.**

## **IMPORTANT:**

**Deadline for proposal submission is January 31, 2018.**

**For your records, please print a copy of each page as you go along.**

CONTACT INFORMATION

\* Please enter your contact information:

First Name

Last Name

Email

Twitter Handle

Facebook Fanpage

LinkedIn

Blog URL

Speaker Certification/Designation

Company

Address

City

State

Country (if outside of USA)

Zip

Work Phone

Cell Phone

Web Site Address

Contact Person information

Name, phone number and email

PRESENTATION EXPERIENCE

\* 5. Have you conducted this or a similar presentation for SHRM or similar groups? HRPBC encourages speakers to present unique presentations that have not been repeated with similar audiences.

Please check all that apply.

SHRM

HR Florida

Other

No

6. If you checked "Other," please provide the name of the group(s) here.

## CO-PRESENTER BIOGRAPHY

\* 10. Co-presenters are discouraged unless it is relevant to the program itself. Please do not list a co-presenter as an alternate contact.

Will you have a co-presenter? If no, please respond "No" to the question and skip to the next page.

Yes            No

11. If "Yes" to the question above, please provide co-presenter contact information.

Co-Presenter First Name

Co-Presenter Last Name

Co-Presenter Email

Co-Presenter Twitter Handle

Co-Presenter LinkedIn

Co-Presenter Speaker

Certification/Designation

Co-Presenter Company

Co-Presenter Address

Co-Presenter City

Co-Presenter  
State + zip code

Co-Presenter County (of  
outside of U.S.)

Co-Presenter Work Phone

Co-Presenter Cell Phone

Co-Presenter Web Site Address

Co-Presenter phone number and email

11. Please provide a brief bio of the co-presenter. Keep in mind this information will be used in our marketing materials. Include your years of experience, educational background and practical experience in the subject matter.

\*\*Limit 200 characters

12. Is your co-presenter a current or former human resources practitioner?

Yes

No

## REFERENCES

7. If you have not presented at HRPBC conference before, please provide a reference from another conference or event at which you have presented.

Proof of presentation in the form of program evaluation or video, if available, may be requested at a later date.

Reference Contact Name

Reference Contact Information

## PRESENTER BIOGRAPHY

\* 8. Please provide a brief bio. Keep in mind this information will be used in our marketing materials. Include your years of experience, educational background and practical experience in the subject matter.

\*\*Limit 200 characters

**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 conference brochures and may not be changed later.**

- Compliance
- Business Management & Strategy
- Workforce Planning & Employment
- HR Development
- HR Science
- Compensation & Benefits
- Employee Labor & Relations
- Risk Management
- Global
- Personal Development

Introductory: Little or no previous knowledge of the subject matter

Intermediate: Requires at least a basic knowledge and some experience

Advanced: Requires a working knowledge and considerable experience

Expert: Director or VP level of knowledge and experience

### Session Description

HRPBC reserves the right to edit your session title for promotional brochures. If edited, you will receive notification of title change.

What is the title of your session? \*\*Limit 100 characters

HRPBC reserves the right to edit and/or reduce your session description for promotional brochures. This information will be used in conference program brochure. Please enter the description of the session using 500 characters or less.

List the three learning objectives for your session:

Learning Objective #1

Learning Objective #2

Learning Objective #3

Has this session been previously certified for credit? If so, please provide the HRCI program ID number or the SHRM activity ID number.

Yes

No

Is this a submission for a pre-conference workshop?

Yes

No

Enter your session introduction below. Please keep in mind that this introduction will be used by the session moderator assigned to you. Your introduction should be short, relevant to your presentation and flow easily for the room moderator.



Enter your co-presenter session introduction below.

AUDIO/VISUAL REQUIREMENTS

All rooms will be set-up auditorium style and will be equipped with the following:

- LCD projector for PowerPoint presentations and screen
- Wireless Lavalier Microphone
- Podium w/Microphone
- Laptop

HRPBC does not provide flip charts or white boards

Will you be bringing a technician to assist you with your presentation?

Note: You will be permitted one technical assistant; he/she will be allowed access to your session only. Videotaping of speaker presentations, either by the speaker or attendees, is NOT permitted without the consent of HRPBC.

Yes

No

If you checked "Yes," please provide the name of the technician here.

Agreement/Understanding

By signing this proposal, I understand that:

If I am selected, I agree to adhere to the deadline schedule furnished by conference organizers.

1. My conference presentation is not a showcase for promotion of my business, practice or product and I will not sell my products or services from the HRPBC speaker platform
2. I will not conduct this exact presentation to a similar Florida SHRM group within 60 days prior to the conference.
3. HRPBC is not responsible for shipping and/or printing charges.
4. I will not receive a fee or expenses paid for my appearance.
5. I agree to follow the regulations set forth in this agreement.

Name

Today's date

