

PHRMA Programs/Workshops 2018 Call for Presentations

Instructions for Submitting a Presentation Proposal

- Complete the Call for Presentations form with all the information requested.
- Include proof of performance.
- Review for completeness, accuracy and legibility; Sign and date form.

The Selection Process – We strive to offer a balanced selection of educational programs by selecting proposals that best meet the needs and requests of our membership, and by selecting Presenters whose proposals demonstrate successful strategies for creating environments where HR initiatives thrive.

Practical Application – Programs that include practical, immediately applicable work tools will be given preference. PHRMA seeks presentations that will provide our attendees with information that will improve their effectiveness on the job.

- **Specifics must be relevant to HR Professional duties as described on HRCI's web site:**
www.HRCI.org
- Certification tab - Bodies of Knowledge - PHR & SPHR Body of Knowledge

Proven Speaking Ability – PHRMA seeks experienced presenters with proven speaking ability. Those with a track record of speaking at large, national or regional conferences will be given preference.

Proof of Performance – Links to videos and/or previous evaluation summaries are the ONLY accepted forms of proof of performance. Please note that PHRMA does NOT return any proof of performance.

- Videos – Video link of the speaker presenting a session. *Promotional videos about the speaker's organization or highlighting products & services or interviews on a television show are not acceptable proof of performance. We need to assess the presenter's platform skills while presenting a session or training module.*
- Evaluations – Evaluation Summaries that show your quality ratings and scores from previous speaking engagements. Please include the number of attendees present and define the rating scale.

OUR COMMITMENT

We expect presenters:

- To work closely with meeting organizers before the sessions and meet all deadlines;
- To make no substantial changes in content, format, audio/visual needs, room set-up, identity or number of presenters without prior approval of meeting organizers;
- To design and provide high-quality PowerPoint presentations, in electronic format, by the deadline given;
- To recognize that a meeting presentation is an opportunity to share information and is **not a showcase for promotion of business, practice, service or product**; and
- To respect PHRMA as the sponsoring organization with either positive or neutral comments from the platform.



All information **must be typed or regenerated on a computer in this order.**

Name: _____ Professional designation: _____
Company: _____ Title: _____
Address: _____ State: _____ Zip Code: _____
Email Address: _____ Phone: _____
Will you have a co-presenter? _____ If yes, co-presenter's name: _____

Are you requesting an additional workshop after the monthly program? _____ If so, please submit an additional call for presentation form.

Session Title: _____
Summary of Session: (This will be used to promote your session to our membership, if selected).

Please provide three learning objectives for your session:

Has this program been pre-approved for continuing education units from any other organization?

If yes, which organization(s)?

By signing this proposal, I understand that if selected, I agree to adhere to the deadline schedule furnished by session organizers. 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 PHRMA speaker platform.

Signature

Date

Please email the Call for Presentations form to speaker@portlandhrma.org

Checklist before emailing:
Completed and signed form
Proof of Performance (as defined)
Biography

Thank you for your submission!