



## The Pennsylvania State Council of SHRM, Inc.

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### THE PENNSYLVANIA STATE COUNCIL of SHRM 2016 STATE CONFERENCE THE PENN STATER, STATE COLLEGE PA September 22-23, 2016

### CALL FOR PRESENTATIONS Due Date: 3/15/2016

Thank you for responding to the PA State Council of SHRM's 8<sup>th</sup> Annual State Conference Call for Presentations! We are delighted that you are interested in educating our members. In order to ensure a balanced conference program, all submissions are reviewed and evaluated.

Presentations are selected based on the following criteria:

- The degree to which the presentation supports one or more of SHRM's strategic or general areas of credits with priority given to those sessions that qualify for strategic business credits under HR Certification Institute guidelines
- Thoroughness of the subject matter and proposal
- Originality of materials
- Quality of learning objectives
- Level of interactivity and method of diverse teaching styles
- Quality of takeaway tools offered to all conference registrants
- Appeal to a diverse and broad spectrum of attendees

#### I. PRIMARY SPEAKER INFORMATION

Full Name	
Title	
Company	
Address	
City	
State	
Zip Code	
Phone #s	
Email	
Emergency contact name, address & phone number	

## II. Please answer the following questions:

1. Are you a current PA SHRM member? If yes, what chapter? (**Additional consideration will be given to presenters who are a member of a PA SHRM Chapter.**)
2. Are you or your organization a SHRM exhibitor or plan to exhibit or sponsor at the upcoming conference?
3. (Optional) Co-Presenter Information (Name and title).
4. Have you or your co-speaker presented at a PA SHRM conference in the last three years?
5. Please provide a brief summary of your presentation experience and/or your co-presenter's experience.
6. Have you presented this topic or a similar topic prior to this venue? Please describe.
7. Has this topic been approved for HR Certification Institute Recertification or SHRM Credit? **If so please provide Code.**

Please remember that all information pertaining to this session will be communicated to the primary presenter or his/her designated contact. The primary presenter or designated contact will be responsible for communicating session information to SHRM as well as to his or her co-presenter(s). Information in all printed conference materials will appear exactly as provided on this application. Please check the spelling of all relevant titles, academic degrees, and professional designations. We ask for additional information so that we may contact you prior to the Annual Conference, if necessary.

### 1. Please indicate any other areas of interest of which you would be willing to educate SHRM members (select all that apply)

Breakout session

Keynote speaker

#### 1a. If seeking a Keynote Speaker opportunity please provide the following:

Are you willing to present free of charge? \_\_\_\_\_

If not, how much is your honorarium to speak? \$\_\_\_\_\_ (We are a non-profit organization and are seeking free speakers; however an honorarium does not exclude you from consideration)

**2. Identify one HR Leader Model competency your presentation will address. (Choose one)**

\_\_\_HR Delivery - with this designation are for those seeking information on the tools necessary for integrating HR with organizational business structures.

\_\_\_People Strategies - Sessions with this designation are for those whose goal is to create and implement operating models and structures that support a high performance culture for employees.

\_\_\_Legal Topics - These sessions are to update attendees on the latest legal trends and issues pertinent to HR

\_\_\_HR Leadership - Sessions with this designation are for those who want to accept the personal challenge to hold themselves to a higher standard than expected by others and serve as a model for excellence.

\_\_\_Diversity – Sessions with this designation will demonstrate the importance of diversity as a business strategy and necessary component of workplace practices

**III. Please provide the following details:**

**Session Title (15 words or less)**

**Session Overview (250 words or less; please describe content as well as method of delivery for your presentation, e.g., case study review, interactive exercises, etc.):**

**Learning Objectives - please complete this sentence: “Following my presentation, participants will be able to...” You must submit 3 learning objectives.**

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

**What are your ADDITIONAL\* audiovisual equipment requirements? (Each room will be provided with a podium, LCD projector & screen, and one wired lavalier microphone. We ask presenters to bring their own laptop where possible.) \*Additional audiovisual requests may be at a cost to you.**

\_\_\_Flip charts & markers

\_\_\_Additional wired lavalier microphone

\_\_\_Set-up for panel discussion

\_\_\_Sound for PowerPoint or video

\_\_\_\_ Other (please specify) \_\_\_\_\_

Please provide the names of 3 previous session attendees as references for this presentation.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**As the primary presenter for this proposed session, I have thoroughly read the submission guidelines, selection criteria, and terms for speaker compensation, and I understand and agree that I will be responsible for communicating in a timely manner with PA SHRM State Council Members, the Annual Conference Committee, and any co-presenter(s) regarding information about my session. I understand that:**

- The PA SHRM Annual Conference Committee has final determination of the format and length of my session.
- I am responsible for adhering to the Call for Presentations deadlines and the guidelines for submission outlined in this document. If I fail to do so, the PA SHRM Annual Conference Committee reserves the right to remove my session from the conference program.
- **I am responsible for submitting presentation materials and handouts prior to the conference for inclusion on the PA SHRM Annual Conference Web site. All presentation materials (such as handouts or PowerPoint slides) are due August 15, 2016.**
- PA SHRM will not produce any handouts onsite. I am responsible for preparing handout material for my session attendees should I wish to do so. Please note: All Conference Materials will be provided on a Registrant Web site two weeks prior to the Conference for the attendees to download.
- As SHRM programs are noncommercial forums, the direct promotion of products and services is prohibited.
- This session may be video or audio taped, and my co-presenter(s) and I agree to this condition.
- I am responsible for obtaining permission to reproduce my handouts if copyrighted by an organization other than SHRM.
- I must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

I agree with the terms and conditions outlined in this Call for Presentations. I also convey my permission and that of my co-presenter(s) for SHRM to reproduce and distribute the session handouts prior to, during and after the conference. In the event of a cancellation, I will notify SHRM in a timely manner or send a speaker that is knowledgeable of my presentation.

Acknowledgement and Acceptance of Terms and Conditions

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Name Print

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Signature

Date

Email this completed application to: [ed@turboexecs.com](mailto:ed@turboexecs.com)