



Call for Speakers **for April 26, 2012 Spring Conference**

The CHRA Spring Conference Committee is looking for presenters for our annual Spring Conference. Speakers who provide rich content in an engaging and highly interactive format in these specific categories are preferred:

- **“How To’s,” (Preferably using case studies or workshops):**
 - How to create and use HR Metrics
 - How to create and use a Compensation Analysis
 - How to fully utilize HRIS
 - How to conduct an HR audit
- **Benefits (HR’s fiduciary responsibility, the design and planning of benefits)**
- **Change management**
- **Regulatory/Legislative updates and how they affect HR**
- **HR’s ability to impact the bottom line**
- **Other Case studies / Workshops (examples: Day in the life of; How you created buy in from your CFO/CEO; Myers Briggs and other tools, etc.)**

Programs presented by consultants or attorneys must provide general HR professional development education and cannot be marketing/sales oriented to their specific products, firms or services. Consultants, attorneys or other service providers are expected to partner with an active HR client or practitioner during the presentation.

If interested in presenting at the CHRA 2012 Spring Conference, please submit your proposal to Jason Delman (jdelman@marinerfinance.com) and copy Kristen Philips (kristenphilips@assnhqtrs.com). The committee will review proposals and contact those whom they wish to schedule. Because we try to balance the topics and presenters scheduled, and respond to member interests, it is not always possible to schedule everyone who submits a proposal.

PLEASE FIND THE PROPOSAL FORM ON FOLLOWING PAGE. PLEASE COMPLETE AND RETURN TO KRISTEN PHILIPS AT kristenphilips@assnhqtrs.com AND Jason JASON DELMAN AT jdelman@marinerfinance.com NO LATER THAN DECEMBER 15, 2011.



2012 Spring Conference Speaker Proposal:
Deadline to submit proposal: December 15, 2011

**** EVERY SECTION ON THIS PROPOSAL IS REQUIRED, PLEASE COMPLETE THE ENTIRE FORM.***

1. **General Topic Area of This Proposal** (e.g.: benefits, recruitment, staff development, etc.)
2. **Session Title:**
3. **Session Overview:** please provide 1-3 brief paragraphs describing:
 - a. **The session and its benefits to HR practitioners -**
 - b. **Learning Objectives -**

This summary should be written in a manner that could be used to advertise the session and would motivate members to attend. Attaching and providing a PowerPoint or an outline is required. (**PLEASE NOTE:** feedback from members has indicated that speakers often spend too much time going over “basics” or establishing their topic and then rushing the real valuable “meat” of the content at the end)

4. **Please explain how your presentation ties into the HR Body of Knowledge** (http://www.hrci.org/uploadedFiles/Content/Resource_Library/Certification_Handbooks_and_Other_Publications/PHR-SPHR%20BOK.pdf): This will be used to submit to the HR Certification Institute to obtain recertification credit for your presentation. If your presentation does not tie into the HR Body of Knowledge it will not be approved for recertification credit and can drastically reduce the amount of attendees.
5. **Session Format:** please provide 1-3 brief paragraphs describing the delivery format. Please indicate, besides Q&A, specifically “HOW” (what activities/exercises) you will interact with attendees
6. **AV/Room Set up:** audio/visual needs
7. **Other Topics:** for future reference, please list other topics for which you have expertise and on which you could present.
8. **Presenter information:** please provide your contact information (including email and cell phone); please provide a brief bio
9. **References:** please provide 2-3 references from recent speaking engagements with name, phone number and email address
10. All submissions **must** be sent via e-mail or it will not be accepted by the Spring Conference Committee.

(Please see additional important details on the following page)



Additional Details

Proposals for the CHRA conference will be evaluated according to the following criteria:

1) Applicability to theme: Presentation of not only the latest tools of the trade but ways for HR professionals to streamline existing operations. Each presentation must leave the participants with an understanding of new, actionable, innovative tools, or insight into emerging Human Resources issues, or feature up-to-the-minute information for today's Human Resource professional.

3) Presentation alignment with audience needs. Each presentation's objectives must be relevant to various types of organizations including corporate, non-profit and consulting work worlds. As the conference environment will be high energy and creative, the presenters' proposals will be reviewed for innovation in style and audience engagement.

4) References: The proposal should include references that reflect the presenter's excellence in platform presentation, ability to engage and inform audiences, and creativity. The finalist's references will be called.

Exclusions

Each presentation must be educationally oriented and be relevant to the HR professionals in attendance, and it can't be a marketing opportunity for the presenter.

Deadline and Response Instructions

Proposal Deadline: All proposals **must** be received no later than December 15, 2011. Submissions after this date will not be considered.

Send proposals to: Jason Delman (jdelman@marinerfinance.com) and Kristen Philips(kristenphilips@assnhqtrs.com)

Selection of presenters will be made two to three weeks after the deadline. All potential presenters will be notified of their selection status within 5 working days after selections have been made. We are extremely grateful for all potential presenters and for their willingness to submit a proposal.

Handouts: In order to stay "green" CHRA will post your handouts on a website that will be accessible *only* to Spring Conference attendees. **We will need an electronic copy of your handouts no later than March 15, 2012 should you be selected as a presenter.** CHRA will not provide printed handouts for attendees, but you may bring copies of your handouts should you wish.

- All presenters will have a host from the conference committee to be a primary contact both before and during the conference.