



Call for Speakers 2009 – 2010 **for Monthly Programs & CEU Education Sessions**

The CHRA Professional Development Committee is looking for presenters for our regular CHRA Monthly Meeting Programs (one or two hours) for the season that begins September 2009 and runs through May 2010. Speakers who provide rich content in an engaging and highly interactive format are preferred. HR practitioners are encouraged to submit proposals and/or refer speakers they'd like to hear. 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. We recommend consultants or attorneys partner with an active HR client or practitioner, however this is not required.

If interested in speaking at a CHRA monthly meeting, please submit your proposal to Susan Hahn (smhahn@swanconsulting.com) and copy Jennifer Thornton (chra@assnhqtrs.com). The committee will review proposals and contact those whom we wish to schedule. If you have submitted proposals in the past that were not selected, please feel free to re-submit and/or submit a different proposal. 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. Although we make every attempt, we regret that it is not always possible to notify interested speakers as to the disposition of their proposal and appreciate your patience and understanding.

All proposals should follow this format:

1. **CHRA Meeting/Session:** Please indicate which you **prefer**:
 - a) Monthly Meeting (1 Hour Session); b) Monthly Meeting (2 Hour Session)
2. **General Topic Area of This Proposal** (e.g.: benefits, recruitment, staff development, etc.):
3. **Session Title:**
4. **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. Sessions should be content rich, providing knowledge or skill-building that HR practitioners can use. Attaching your PowerPoint or an outline is strongly encouraged (**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)

5. **Please explain how your presentation ties into the HR Body of Knowledge** (<http://www.hrci.org/certification/bok/nbok/>): 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.
6. **Session Format:** please provide 1-3 brief paragraphs describing the delivery format. We are looking for engaging speakers who provide sessions that are highly interactive and practical. Please indicate, besides Q&A, specifically "HOW" (what activities/exercises) you will interact with attendees
7. **AV/Room Set up:** audio/visual needs and preferred room set up (may or may not be able to accommodate)
8. **Other Topics:** for future reference, please list other topics for which you have expertise and on which you could present.

9. **Presenter information:** please provide your contact information (including email and cell phone); please provide a brief bio
10. **References:** please provide 2-3 references from recent speaking engagements with name, phone number and email address