

CALL FOR PRESENTATIONS

70th Annual NHRMA Conference and Tradeshow
Three Rivers Convention Center - Kennewick, Washington
September 16, 17 and 18, 2008

You are invited to submit a proposal to share your experience and expertise with your colleagues in human resource management at the Northwest Human Resource Management Association (NHRMA) Annual Conference and Tradeshow. We look for contributors who are willing to share their expertise without expectation of payment in the spirit of networking, a purpose for which the Society for Human Resource Management and its regional affiliates were founded.

Proposals must be emailed to the address below no later than Friday, January 11, 2008:

Barbara Newell, SPHR
Co-Chair of 2008 NHRMA Programs Committee
cbnhrmaconf@gmail.com

Instructions for Submitting Proposal for Consideration

Be sure to DOWNLOAD and SAVE the submission form PDF file to your computer BEFORE continuing on.

- ∞ Complete the interactive PDF form in this document (pages 3–5) and provide the required information. If your presentation is selected, the information provided on the form will be used in the Conference publications, including but not limited to, the brochures and the web site. NHRMA Committee reserves the right to edit and/or reduce your presentation title, the presentation description, or your biographical sketch as necessary.
- ∞ Upon completion of filling out the form, **perform a “Save As” of the PDF file with your name.** Attach the renamed file to your email for submission.
- ∞ You may also download the Submission form at www.nhrmaconference.org.
- ∞ Handwritten and scanned submissions will NOT be accepted.
- ∞ Due to the high volume of submissions, please do not contact us to confirm receipt.
- ∞ Written notification of selection will be sent no later than **Friday, February 15, 2008.**

Conference Workshop Focus Areas. The educational program of the conference is based upon the framework set forth in the Society for Human Resource Management’s Competency Toolkit. Visit <http://www.shrm.org/hrmagazine/articles/0607/0607grossman.asp> to view the Society for Human Resource Management competencies for HR professionals. These competencies support and are reflected in the Workshop Tracks. (Legal is not defined as a separate competency by SHRM.)

Morning Pre-Conference Workshop will last 4 hours — Tuesday.
Afternoon Pre-Conference Workshops will last 2 hours — Tuesday.
Each Concurrent Session will last 90 minutes–2 hours — Wednesday/Thursday.

THERE WILL BE SIX TRACKS FOR THIS CONFERENCE.

TRACK ONE:	Strategic Contribution
TRACK TWO:	Legal
TRACK THREE:	Professional Growth/Credibility
TRACK FOUR:	Leadership Training
TRACK FIVE:	Best Practices
TRACK SIX:	Employee Relations/Labor Relations

Proof of Performance. NHRMA seeks experienced presenters with proven speaking ability. Proof of performance is desired. Any one of the following would be acceptable. Please note that NHRMA will not return any of the proof of performance provided.

- ∞ **Local SHRM Chapter Referrals or References** – Please provide names and contact information from 3-5 individuals associated with a NHRMA SHRM chapter who have attended or can vouch for your presentation content and style. Please provide their names and contact information (phone number and/or email address).
- ∞ **Evaluation summaries** – Evaluation summaries that show your quality ratings and scores from previous speaking engagements. Please include the number of attendees present and your topic, and explain the ratings received.
- ∞ **Videos** - Videotapes of the speaker presenting a session. Promotional videos about the speaker's organization or highlighting products and services or interviews on a television show are not acceptable proof of performance.

Presenters will be expected to:

- ∞ Meet all deadlines;
- ∞ Provide handouts or written text for your session participants to NHRMA no later than the deadline provided. The handout format should be no more than a maximum of four pages, double-sided. Upon submittal to the conference, you cannot change your handouts;
- ∞ Present the session content as you describe it on the form;
- ∞ If possible, include a "to-do" list of recommended actions for attendees so that workshop information is applicable – at least in terms of where to start when back at the workplace.
- ∞ Include at least one two-person or small group exercise to encourage attendees to introduce themselves and interact as part of conference networking and socializing.
- ∞ Hand out hard copies of presentations (recommend three slides per page with room for notes) and/or announce that slides can be found on the conference CD. ***Please note: If you provide handouts to participants, you must have 125 copies. The conference committee will reimburse you up to \$150 for the cost of handout production with receipts provided.***
- ∞ Not change audio/visual needs after the deadline provided without prior approval;
- ∞ Not add a co-presenter or change the identity or number of presenters without approval; if approved, the co-presenter or new presenter must also complete and submit the attached form; if it is a single presentation with more than one presenter, please submit one proposal package with all forms attached;
- ∞ Honor NHRMA's commitment to provide education by not promoting the speaker's practice, services or products. Your business logo **shall not** appear on the handouts. We do encourage you to include your contact information so that participants may contact you should they desire to do so; and
- ∞ Respect NHRMA as the sponsoring organization and potential workshop sponsors with either positive or neutral comments from the speaker's platform.
- ∞ Assign all rights to any materials presented at the Conference to NHRMA and allow NHRMA to copy your written materials to a CD Rom or any other electronic source for distribution.
- ∞ **Deadline for submission is Friday, January 11, 2008.**

Please identify which of the six tracks set forth below best describes the content of your presentation (check one).

- Track One: **Strategic Contribution**
- Track Two: **Legal**
- Track Three: **Professional Growth/Credibility**
- Track Four: **Leadership Training**
- Track Five: **Best Practices**
- Track Six: **Employee Relations/Labor Relations**

Summary of Presentation Content: In 50 words or less, please summarize the content of your proposed presentation. Include in your summary your learning objectives as well as expected participant takeaways for the proposed presentation.

How is your session interactive?

Have you presented this or a similar presentation for SHRM or other professional group?

Yes No

If yes, please provide the name of the group(s) and provide the dates of the presentation(s).

Will there be a co-presenter?

Yes No

If Yes, has the co-presenter completed an individual form for consideration and is it attached?

Yes No

Audio/Visual Requirements: Please identify your presentation's audio/visual requirements.

NOTE: Laptop computers will be provided by the conference.

- | | |
|-----------------------------|----------------------------|
| LCD Projector | Podium & Podium Microphone |
| Screen | Flip Chart |
| Microphone (wireless lapel) | |

Biographical Sketch: Please provide in 25 words or less a biographical sketch of your education and professional experience.

Agreement and Release

I understand that I will not receive compensation or reimbursement of expenses for my appearance and presentation at the 70th Annual NHRMA Conference and Tradeshow to be held in Kennewick, Washington September 16-18, 2008. I also understand that NHRMA is not responsible for shipping and/or printing charges related to my presentation. If I choose to provide handouts for participants, I will bring 125 copies to the presentation. I understand that I will be reimbursed up to \$150 for printing costs after I provide receipts. If selected, I agree to adhere to the schedule furnished by NHRMA and to comply with all requirements set forth in this Call for Presentations.

I understand that I will be presenting on my own, unless approved otherwise by NHRMA. If a co-presenter(s) is approved by NHRMA, then each presenter must submit a completed form as a package proposal. I also understand and agree to submit all forms together as a single proposal. Separate submissions by more than one presenter will not be considered for a single presentation.

I understand that my session cannot be used as a showcase for my business, practice, product or service and I agree that I will not promote my products or services from the NHRMA speaker platform. Furthermore, my handouts will not include my business logo. However, I am encouraged to provide my contact information for participants to contact me if needed after the conference. I also agree to be positive in my comments, or remain neutral, about SHRM, NHRMA and possible workshop sponsor(s) from the speaker's platform.

I assign all rights to the 2008 Annual NHRMA Conference and Tradeshow related to any materials I present to participants or others as a speaker/presenter. To the extent permitted by law, I also agree to protect, indemnify, defend, and hold harmless the 2008 Annual NHRMA Conference and Tradeshow, its committee members and officers, for any claims, losses, or damages to persons or property, government fines or charges, and costs (including reasonable attorney's fees), arising out of or in connection with my role as a speaker/presenter.

I have read the above Agreement and Release and agree to the terms.

Name:

Date of Submission:

(MM/DD/YY)

PLEASE KEEP A COPY OF THIS PROPOSAL FOR YOUR RECORDS.

Upon completion, resave the PDF file with your name and attached the renamed file in your email for submission to cbnhrmaconf@gmail.com.

*Thank you for your interest in the 70th Annual NHRMA Conference and Tradeshow.
We look forward to hearing from you!*