

## **Call for Presentations for SWHRMA 2010 Annual Employment and Legislative Conference**

SWHRMA will hold its 2010 Employment and Legislative Conference October 19, 2010 at the Heathman Lodge in Vancouver, WA. This notice is a call for presentations for a limited number of speaking opportunities at the conference.

The Employment and Legislative Conference offers human resource professionals at all levels an opportunity to learn from experts about the most significant, practical, and current HR concerns affecting businesses today.

Common job titles of past attendees include:

- Human Resource Directors, Managers, Generalists and Administrators
- Vice President, Human Resources
- Employment Managers and Recruiters
- Benefits Managers, Administrators and Specialists

### **SESSION INFORMATION**

We invite proposals for compelling educational sessions in the following content areas and adhering to the following formats.

#### **Content Areas of Interest:**

- Creating a Passion for Organizational Learning
- HR Professionals as Strategic Business Partners
- Using Social Networking Sites and Other Web 2.0 Technologies for Recruiting, Talent Management, and Employee Engagement
- Compensation Trends and Strategies in the Current Economy
- The business case for diversity and inclusion
- HR's role in performance management and organizational excellence
- Thriving in a Multicultural Environment
- Becoming a "best place to work"
- Business sustainability and succession planning.
- ***Other current HR hot topics.***

#### **Breakout Sessions:**

- Will be scheduled for 60 minutes in length.
- May utilize a single presenter, multiple presenters or a panel format. If a panel method is selected, the panel should consist of 3-6 participants, including a moderator. Panel members should be prepared to provide their views on a common theme, issue or question and then discuss them with the panel members. In an effort to present a variety of viewpoints, panel members must represent different organizations.
- Regardless of format, the instructional methods used during the session should provide opportunities for attendees to be actively involved and interact with the material and presenters, as well as with other attendees where appropriate.
- Should provide a handout and/or other meaningful takeaway for attendees.

#### **General Sessions:**

- Will be scheduled for 90 minutes in length.
- May utilize a single presenter, multiple presenters or a panel format.

- Regardless of format, the instructional methods used during the session should provide opportunities for attendees to be actively involved and interact with the material and presenters, as well as with other attendees, where appropriate.
- Should present innovative techniques or best practices to a content area listed above.
- Should provide a handout and/or other meaningful takeaway for attendees.

### **CRITERIA**

Proposals for educational sessions must adhere to the following criteria:

- All presenters and/or panel members must be available to deliver their presentation in Vancouver, WA during the scheduled conference.
- All proposals must include clear and concise written statements of intended learning outcomes or objectives for each session. These statements must reflect what the attendees will achieve by participating in this session.
- All presenters must provide a final electronic copy of their presentation by September 17, 2010.

### **SWHRMA PROVIDES**

SWHRMA provides the following educational services and technical support to its speakers:

- Assistance with curriculum development, including proofreading.
- Production and replication services for attendee materials. Note, in the event that a speaker misses the materials deadline, he/she may be responsible for production and replication services or late fees.
- Onsite facilitation and support as needed during the program.
- Feedback based on participant evaluations collected at the end of the conference.
- Onsite technical support and resources necessary to deliver the program, such as use of audio-video equipment. These resources will be provided as requested.

### **SWHRMA EXPECTATIONS**

SWHRMA has the following expectations for all speakers:

- Demonstrates professionalism in all communications and actions related to and during the program.
- Understands that it is not appropriate and strictly prohibited to solicit for a company, service or product, or to recruit.
- Demonstrates high standards of professional conduct and does not discriminate against attendees on the basis of gender, age, race, color, national origin, religion, sexual orientation, or disability.
- Makes a reasonable time commitment for the program, including pre-program and post-program responsibilities.
- Develops or customizes program handouts as needed.
- Arrives in advance of program start time to allow for set up, orienting oneself to the classroom environment, and time to touch base with SWHRMA staff
- Strives to make the verbal presentation and written and graphic materials accurate, appropriate, and meaningful.
- Submits all program materials, including handouts and PowerPoint slides, electronically by Friday, September 17, 2010. SWHRMA will provide instructions to selected speakers on submitting your materials electronically.
- SWHRMA has the right to distribute as necessary to attendees of the program any materials provided by the speaker.

## **SPEAKER EXPENSES**

Selected speakers will receive one complimentary nontransferable standard conference registration.

Selected speakers will not be reimbursed for any expenses incurred in developing content or materials for his/her presentation or travel to/from the conference.

## **SUBMISSION INSTRUCTIONS**

Please submit your proposal by **Friday, July 30, 2010**. At a minimum, your proposal should include the following information:

1. Provide title of presentation.
2. Provide a general description and outline for the presentation.
3. Identify the content area that this addresses. Reference above list under **Content Areas of Interest**.
4. Include specific learning objectives that the attendees will accomplish by the end of the session.
5. Identify the presenter(s) and/or all panelists.
6. Provide information detailing each presenter's/panelist's background and qualifications.
7. Include contact information and a brief biography for each presenter(s). Note that the biography could be used in promotional materials.
8. List date(s) and location(s) where this presentation has been presented or is proposed/planned to be presented.
9. Provide samples of handouts, case studies or any other materials that will be made available to attendees.
10. Identify any audio-visual or setup requirements for the educational session.

All proposals and questions should be submitted electronically to:

Patti Murphy

Legislative Director

Southwest Washington Human Resources Management Association

[pmurphy@walshconstructionco.com](mailto:pmurphy@walshconstructionco.com)

## **SELECTION PROCESS & NOTIFICATION**

All proposals will be reviewed by the Planning Committee. Presentations and presenters must meet or exceed the criteria listed above. Submission of a presentation does not guarantee inclusion in the conference. Those who submit a presentation will be notified whether or not their presentation was accepted on or before **Friday, August 20, 2010**.