

## **2013 Conference - Speaker Proposal**

Q1 Introduction This is the speaking submission form for BC HRMA's 51st Annual Conference which will be held May 1 - 3rd, 2013 at the Vancouver Convention Center. Please ensure you have read our Speaker Proposal Guideline Document before you begin your submission.

Q2 Instructions The proposal form will take approximately 25 minutes to complete. If you have are submitting several proposals, you must complete one form for each session. Please provide as much information as you are able to, some questions are required to continue. Your responses will be saved based on your IP address - just come back to the same link and it will continue from where you left off. Prior to submitting your proposal, you can review your responses using the back buttons (<<).

Q3 Part 1: Proposed Conference Session

Q4 Conference Session Title - We are asking that all session titles be descriptive to the presentation and be no longer than 60 characters. The title can be expanded on in the session description.

Q5 Session Abstract/Overview - description of the proposed professional development activity, including ways that you will engage with the participants -1000 characters or approximately 180 words maximum

Q6 Which of the 7 category of RPC's (Required Professional Competencies) would your presentation best fit into? Please select only one.

- Professional Practice
- Organizational Effectiveness
- Staffing
- Employee & Labour Relations
- Total Compensation
- Organizational Learning, Training & Development
- Occupational Health, Safety & Wellness

Q7 Conference Track - which conference track would your presentation best fit into? Please only select one.

- Organizational Effectiveness - which includes Strategic Thought, International HR, Organizational Design & Development, Employee Involvement Strategies, Performance Management and Total Rewards
- Skill Development - both personal and professional skills
- Talent Management - including Employment, Human Resource Planning, Recruitment & Selection, Deployment, and Terminating & Outplacement
- HR & The Law - all topics related to Legal issues in the Human Resources field

Q8 Learning Objectives - Please list the 3 main learning objectives of your presentation. What will attendees achieve and benefit from by attending your session?

- 1
- 2
- 3

Q9 Take Aways – Please list the 3 main takeaways that participants will gain from attending your session. (i.e. action plan for implementing within their organization, access to support material for post-conference follow up).

- 1
- 2
- 3

Q10 Appropriate Audience - in order for our attendees to choose the appropriate sessions to attend based on their previous experience please let us know the minimum level required to benefit from your session.

- Emerging - developing practitioners; HR Assistants, HR Administrators, HR Advisers, etc.
- Mid-Level - practitioners who are a knowledgeable resource or specialist; HR Generalists, HR Analysts, HR Managers, etc.
- Senior - practitioners who play a key role in planning or strategy, considered an expert with broad knowledge; Senior HR Managers, HR experts, Directors of HR, VPs of HR, etc.
- Expert - considered an expert with broad knowledge

Q11 Organizational Size - which size organization would best benefit from your presentation?

- Under 50 employees
- 51 - 500 employees
- 550 + employees
- Relevant to any size organization

Q12 Sector - which sector would best benefit from your presentation?

- Public
- Private
- Either

Q13 How would you classify this presentation? (Please only choose one)

- Panel Presentation
- Interactive (i.e. Role Playing, Group Scenarios, Games, Audience Participation)
- Lecture Style (i.e. Reporting on Research, Metrics etc.)
- Storytelling (i.e. Client and Contractor working together and discussing outcomes)
- Other \_\_\_\_\_

Q14 Session Format - To help the conference committee understand your presentation style, please use this space to describe the format/flow of your presentation. (i.e. 5 min intro, 20min group exercises, 10 min video, 10 min presentation, etc.)

Q15 Minimum/Maximum Participants - what is the minimum and maximum number of people this session works best with?

- Minimum Number of Participants \_\_\_\_\_
- Maximum Number of Participants \_\_\_\_\_
- Any size is fine

Q16 Preferred Room Set Up - what is your preferred room setting requirement for this type of session?

- Classroom
- Open Rounds
- Full Rounds
- Theater
- U shape
- Other \_\_\_\_\_

Q17 Do you require an Internet connection for your presentation?

- Yes
- No

Q18 Audio Visual Requirements - Are there any unusual audio visual requirements for your presentation? (Other than Power Point)

- Yes
- No

Q19 What are your special audio/visual requirements?

Q20 Part 2: Presenter Details & Contact Information

Q21 Lead Presenter Contact Information

First Name

Last Name

Title

Organization

Street Address

City

State / Province

Postal Code

Phone

Fax

Email

URL

Q22 Lead Presenter Biography - as it would appear in marketing materials (1800 characters or approximately 280 words):

Q23 Presentation Material - will you be willing to provide your material/speaker notes/copies of your Power Point to our attendees either before or after conference? Preference is given to those presenters who do make their material available to attendees.

- Yes
- No

Q24 Web-casting - Are you willing to have your session taped for post-event web-casting through BC HRMA?

- Yes
- Maybe
- No

Q25 BC HRMA is confident that presenting a conference breakout session serves as a platform for exposure to a wide group of HR practitioners. As such, BC HRMA seeks contributors who are willing to

share their expertise without expectation of payment and in the spirit of networking, a purpose for which the association was founded. Presenters will receive a small honorarium as measure of gratitude for their contributions. We understand that not every presenter is able to meet the above expectation. With that in mind, do you require any other fees?

- Yes
- No

Q26 What is the amount you would be requesting?

Q27 Will you need to travel to Vancouver to present at our conference?

- Yes
- No

Q28 What will be your estimated travel expenses not including hotel accommodation?

Q29 Part 3: Proof of Performance

Q30 Previous Speaking Engagements

	Presentation Title	Organization	Year
1			
2			
3			

Q31 Future-Speaking Engagements - will you be presenting this topic at any events within the months prior to the BC HRMA conference? If so please list them here:

Q32 Video links - please give us a link to any previous presentation video recordings

Q33 Summary of Feedback - please give us a short summary of some of the feedback you have received for your previous engagements.

Q34 Publications/Books - please list any books you have authored/co-authored

	Title	Publication	Year
1			
2			
3			

Q35 Co-presenters/Facilitators - please list anyone you require to present with you or facilitate/assist you during your presentation. The committee needs to know upfront all people involved of the delivery of this session. We are unable to accept any last minute requests.

	Name	Title	Company	Co-presenter/facilitator
Person 1				
Person 2				
Person 3				
Person 4				

Q44 Is there anything that you would like to share with us that you think that the committee would want to know to help select you for presenting at our confernece?

Q36 Thank you for very much for taking the time to provide your proposed session for BC HRMA's 51st Annual Conference. To Review Your Proposal If you wish to review your proposal prior to submitting it, please use the << key in the lower right hand corner. To Submit Your Proposal You must select >> in the lower right hand corner to submit your proposal. A confirmation screen will appear to inform you that your proposal has been successfully submitted. The lead presenter will be contacted via email by Friday, October 26th, 2012 regarding the status of this submission. Thank you for taking the time to submit a proposal.