

777 East Park Drive • PO Box 8820 • Harrisburg PA 17105-8820



11/11/2011

Dear HR-Related Subject Matter Expert,

Human Resource Professionals of Central PA, an affiliate of the Society for Human Resource Management (SHRM), is calling for facilitators and presenters for our 2012 professional development events. Our goal is to schedule learning opportunities for our members through chapter meetings, Lunch & Learn sessions and Conferences, and to align each session with the Society for Human Resources (SHRM) Human Resources Competencies model.

The basis of this model is that the field of HR is continually evolving in its response to increasing demands of the business community. As a result, HR should add value and contribute in meaningful ways to employees, company, customers, communities, partners and investors.

We make that contribution by being a:

- ❖ **Credible Activist**
- ❖ **Cultural Steward**
- ❖ **Talent Manager/Organizational Designer**
- ❖ **Strategy Architect**
- ❖ **Business Ally**
- ❖ **Operational Executor**

It is our intent to systematically feature these roles to participants in order to help them improve *their* value to their organizations and advance the profession of Human Resources.

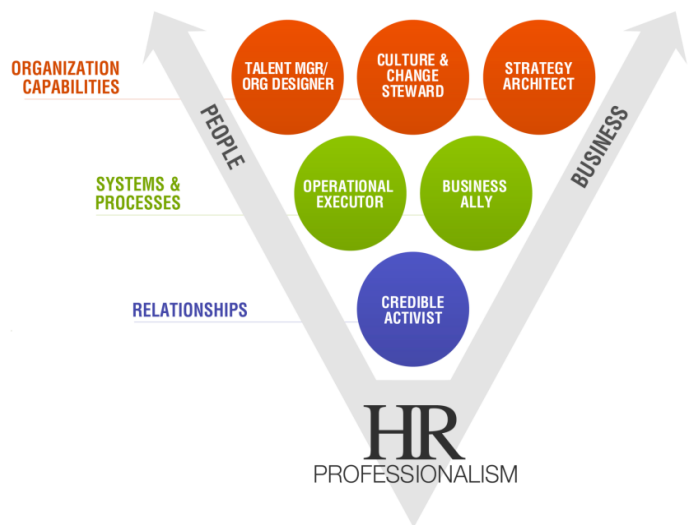
If you are interested in presenting to our Chapter, we invite you to complete the attached Call for Presentations Submission. It will be helpful for you to highlight the *tangible takeaways* that attendees will receive as a result of attending your program. Our objective is to make our programs as interactive and fun as possible, the emphasis shifting from information sharing to experiential learning. Proposals that focus on tangible takeaways and have a workshop approach will have a greater probability of selection. If you are not selected as a presenter, you may be able to address our members by participating as a Sponsor. Please contact sponsorship@hrpcpa.org for sponsorship information.

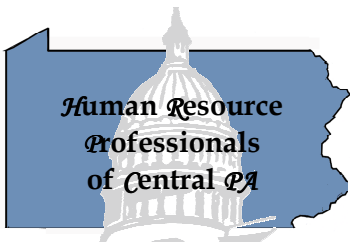
Please email your completed Submission forms to programs@hrpcpa.org. Submissions will be evaluated on an ongoing basis for the various Human Resource Professionals of Central PA speaking opportunities throughout the year.

For more information about the disciplines in HR, please refer to www.shrm.org. For more information about our chapter, please refer to www.hrpcpa.org. If you have any questions, please do not hesitate to contact us via email at info@hrpcpa.org.

Sincerely,

The HR Professionals of Central PA
Board of Directors
info@hrpcpa.org





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Thank you for responding the HRP's Call for Presentations! We are delighted that you are interested in educating our members. In order to ensure balanced programming, all submissions will be reviewed and evaluated, and presentations will be selected based on the following criteria:

- The degree to which the presentation supports one or more of SHRM's strategic or general areas of credits with priority given to active members of HRP
- Thoroughness of the subject matter and proposal
- Originality of materials
- Quality of learning objectives
- Level of interactivity and method of diverse teaching styles
- Quality of takeaway tools offered to all conference registrants
- Appeal to a diverse and broad spectrum of attendees

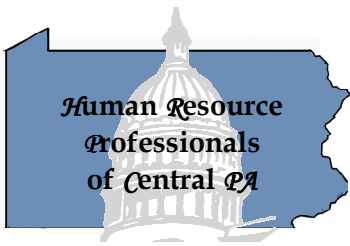
PRESENTER INFORMATION: (*Items with an asterisk will be printed in the event announcement)

Please remember that all information pertaining to this session will be communicated to the primary presenter or his/her designated contact. The primary presenter or designated contact will be responsible for communicating session information to HRP as well as to his or her co-presenter(s). Information in all printed materials will appear exactly as provided on this application. Please check the spelling of all relevant titles, academic degrees, and professional designations. We ask for additional information so that we may contact you prior to the session, if necessary.

*Full Name:	
*Title:	
*Company:	
Address:	
City / Town:	
State:	
Zip Code:	
Office Phone:	
Email Address:	
Contact number in case of emergency:	

(Optional) Co-Presenter Information: (*Items with an asterisk will be printed in the event announcement)

*Full Name:	
*Title:	
*Company:	
Address:	
City / Town:	
State:	
Zip Code:	
Office Phone:	
Email Address:	
Contact number in case of emergency:	



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Are you a current HRP member? Yes No

Are you or your organization an HRP Sponsor? Yes No

Have you or your co-presenters presented at a HRP conference/meeting in the last three years? Yes No

Please provide a brief summary of your presentation experience and/or your co-presenters experience. Feel free to attach a biography that includes your expertise and qualifications.

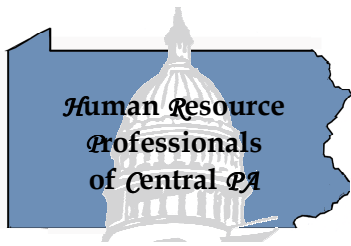
PRESENTATION INFORMATION:

Session Title (15 words or less)

Session Description (250 words or less; please describe content as well as method of delivery for your presentation, e.g., case study review, interactive exercises, etc.):

Session Summary for publication purposes (25 words or less – may be slightly altered to meet style guidelines and space limitations):

Learning Objectives - please complete this sentence: "Following my presentation, participants will be able to..." You must submit 3 - 5 learning objectives (tangible take-aways).



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Have you presented this topic or a similar topic prior to this venue? Yes No

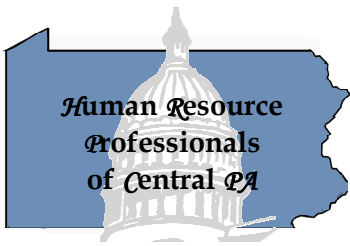
Have you presented on this topic before and been approved for HR Certification Institute Recertification Credit (HRCI)?
 Yes No

Please identify the level of audience your presentation will be most valuable to. (Choose one)

- New to the Profession** - sessions designed for those new to the HR field. These sessions have been created to help HR Professionals get started and to have the tools and knowledge to know what to do next.
- Mid-Level Professional** - sessions intended for generalists, specialists and/or mid level managers looking to obtain the competencies necessary to move to the next professional level.
- Leader Institute** - sessions designated for those with a minimum of five years leadership experience or who hold the title of Director, VP, Senior VP, or Chief HR Officer, these sessions should provide the tools and knowledge to take organizations in a new direction.

Identify the HR competencies your presentation will address. (Choose one category that best fits your presentation.)

- Operational** - adapting and implementing policy, administration of payroll, relocation, hiring, training, and implementation of HR related programs and technology.
- Business Partner** - contributing to the success of a business by knowing how it makes money, who the customers are, and why they buy the company's products and services. Business Literacy, serving the value chain, interpreting social context, and leveraging business technology. Topics that teach the basics of non-HR business disciplines (e.g. accounting and marketing) fall here.
- Strategic** - Identify business trends and their impact to the organization. Identifying potential roadblocks and opportunities. Topics include sustaining strategic agility, adding to the ability to think in strategic terms that add to the competitive advantage, and engaging customers.
- Talent/Organizational Development** – Development of strategies to support how individuals enter, move up, across or out of the organization. Development of policies, practices and structure that shape how the organization works. Topics include: developing talent, fostering communication, designing reward systems, and shaping organizational people strategy.
- Cultural** – Identifying, articulating and promoting a company's culture. Topics include valuing culture, crafting culture, facilitating change, helping employees find meaning and balance in their work, and encouraging innovation.
- Advisor** - Building relationships based on trust by sharing important information, delivering results with integrity, taking appropriate risks, and providing candid observations. Topics should help build the character and skill that leads to being a trusted advisor in the organization.



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VENUE INFORMATION:

Each room will be provided with a podium, LCD projector & screen, and one wired lavalier microphone. If you require additional audiovisual equipment, there may be an additional cost to you.

Audiovisual Requirements

- Flip charts & markers
- Additional wired lavalier microphone
- Set-up for Panel Discussion
- Other (please specify)

Do you require any additional audiovisual equipment? Yes No

If yes, what additional audiovisual equipment do you require?

Please indicate all venues in which you would be willing to educate SHRM members.

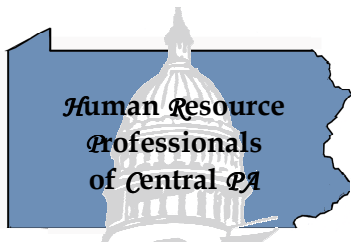
- Chapter Meeting speaker * Conference speaker
- Conference Breakout session Conference Keynote speaker
- Lunch & Learn session

If seeking a Conference Keynote Speaker opportunity please provide the following:

Are you willing to present as a volunteer? Yes No

How much is your honorarium to speak? \$ _____

* *Our regular chapter meetings are generally held on the fourth Tuesday each month from 7:30 to 9:30am. Presenters and facilitators are given approximately one hour to address the membership and guests. Attendance at our meetings has ranged from 60 to 125 HR professionals – some senior managers and some beginning their HR careers.*



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Terms and Conditions:

As the primary presenter for this proposed session, I have thoroughly read the submission guidelines, selection criteria, and terms for speaker compensation, and I understand and agree that I will be responsible for communicating in a timely manner with HRP Members, the Conference Committee, and any co-presenter(s) regarding information about my session. I understand that:

- The HRP has final determination of the format and length of my session.
- I am responsible for adhering to the Call for Presentations deadlines and the guidelines for submission outlined in this document. If I fail to do so, HRP reserves the right to remove my session from the conference program.
- I am responsible for submitting presentation materials and handouts prior to the conference for inclusion on the HRP web site.
- HRP will not produce any handouts onsite. I am responsible for preparing handout material for my session attendees. Please note: All Materials will be provided on a HRP web site after the presentation for the attendees to download.
- As HRP programs are noncommercial forums, the direct promotion of products and services is prohibited.
- This session may be video or audio taped, and my co-presenter(s) and I agree to this condition.
- I am responsible for obtaining permission to reproduce my handouts if copyrighted by an organization other than HRP.
- I must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

I agree with the terms and conditions outlined in this Call for Presentations. I also convey my permission and that of my co-presenter(s) for HRP to reproduce and distribute the session handouts prior to, during and after the conference. In the event of a cancellation, I will notify HRP in a timely manner or send a speaker that is knowledgeable of my presentation.

Please provide any comments or concerns regarding this agreement.

Acknowledgement and Acceptance of Terms and Conditions:

Name Print

Signature

Date