

# 2012 HR Florida Call for Presentations

## HR FLORIDA CALL FOR PRESENTATIONS

Share your experience and expertise with your colleagues in human resource management at the annual HR Florida Conference & Expo. Others will benefit from your experience while you make a valuable contribution to the profession's field of knowledge. You are cordially invited to submit a proposal.

2012 HR Florida Conference & Expo  
Monday - Wednesday  
August 27-29, 2012  
Pre-Conference, Sunday August 26, 2012  
Rosen Shingle Creek  
Orlando, Florida

Submissions are always welcome. The submissions will start being reviewed Wednesday, February 1st. The deadline for submissions for the 2012 conference is scheduled for Wednesday, February 29th. Speakers selected for the 2012 conference will be notified by the end of March.

Any questions regarding this proposal should be directed to [programs@hrflorida.org](mailto:programs@hrflorida.org).

## CONFERENCE OVERVIEW

Representing over 15,000 individual members, the HR Florida State Council is the state affiliate for the Society of Human Resource Management (SHRM). Founded in 1948, SHRM is the world's largest association devoted to human resource management. The Society has more than 225,000 members and is the global voice of the profession.

The HR Florida State Council is a 100% volunteer entity whose primary objective is to support the mission and initiatives of SHRM through education. In addition to supporting its individual membership, the Council acts as a resource for 28 SHRM affiliated chapters and provides on-going general information and guidance. The Council is a conduit for human resources (HR) professionals to network and share their knowledge with others from around the state.

Our annual conference is the premier event for HR professionals in Florida. This year's event promises to provide informational and educational opportunities of the highest quality to HR professionals.

- Over 100 Educational Sessions, including Keynotes and Masters Series programs
- The largest expo in the Southeast with over 150 exhibitors participating
- Attendance of over 1500 HR professionals

## IMPORTANT INFORMATION FOR PRESENTERS

Complete this 2012 online presentation proposal with all information requested. Please make sure all content is entered into the proposal as you are not able to attach extra pages. (A request for current resume, curriculum vitae or biography may be made at a later date.) Review for accuracy and completeness. The information you furnish may be edited if necessary due to space limitations and will be printed in our brochures, publications and website.

If selected as a speaker, you will receive notification by the end of March containing information such as date and time of your session, hotel/travel information, etc.

More than one presentation may be submitted for consideration; however, one proposal per presentation must be

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completed.

HR Florida has a tradition of using educational conference sessions as a platform for innovation in human resource management. We look for contributors who are willing to share their expertise without expectation of payment in the spirit of networking, a purpose for which HR Florida was founded. We believe the size and decision making authority of our audience provides an outstanding opportunity for speakers to increase their visibility and establish valuable contacts with a targeted HR audience.

HR Florida strives to offer a balanced program by selecting proposals that best fit within the conference framework. The programs selected will be based upon the SHRM body of knowledge, the HR competency model, and major socioeconomic trends shaping the workplace. Alternative views and counterpoint issues are welcome, particularly when lessons learned from first-hand experience are offered as models/examples.

In keeping with HR Florida's sustainability efforts, printed hand-outs are discouraged. However, attendees have clearly stated learning and ROI is more meaningful when they are able to print session presentations or hand-outs prior to attending the session. HR Florida will require an electronic file of your presentation prior to the conference. If you wish to provide printed handouts, you are responsible for shipping and providing your own copies.

Co-presenters are discouraged unless it is relevant to the program itself. Speakers wishing to bring a co-presenter must clearly state who the co-presenter will be and their bio and contact info must also be provided. Please do not list a co-presenter as an alternate contact.

Presenters are expected to:

- Meet all deadlines
- Retain session content and audio visual needs as originally submitted
- Not add a co-presenter or change the identity of presenters without permission from HR Florida
- Honor HR Florida's commitment to provide education by not showcasing or promoting the speaker's practice, services, or products
- Deliver an original product
- Respect HR Florida as the sponsoring organization with either positive or neutral comments from the platform

In return, HR Florida will provide to the speaker:

- A complimentary conference registration for the day you are speaking, including admission to the expo and educational sessions. Pre-conference workshops and evening social events are excluded. All other expenses are the responsibility of the speaker.
- If you are a published author, HR Florida will make every effort to have your publication available in the conference bookstore (provided on-site.)
- Grant you valuable professional exposure
- Provide you with a copy of the evaluations from your session(s)

At the end of your online submittal, you will be asked to accept or not accept the terms of this proposal. You must accept the terms of this proposal to validate your proposal for consideration.

**IMPORTANT:**

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For your records, please print a copy of each page as you go along.

Be sure to click SUBMIT at the very end of this online form to send your submittal to the Program Team contact for processing. A thank-you will appear on your screen.

## CONTACT INFORMATION

### \* 1. Please enter your contact information:

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Twitter Handle	<input type="text"/>
Facebook Fanpage	<input type="text"/>
LinkedIn	<input type="text"/>
Blog URL	<input type="text"/>
Other Social Media URL	<input type="text"/>
Speaker Certification/Designation	<input type="text"/>
Company	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
County (if outside of U.S.)	<input type="text"/>
Zip	<input type="text"/>
Work Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Fax Number	<input type="text"/>
Web Site Address	<input type="text"/>

### 2. Would you like us to correspond with your assistant? Please provide the following information about your assistant.

Assistant's Name	<input type="text"/>
Assistant's Phone Number	<input type="text"/>
Assistant's Email	<input type="text"/>

## PRESENTATION EXPERIENCE

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**\*3. Have you conducted this or a similar presentation for SHRM or similar groups? HR Florida encourages speakers to present unique presentations that have not been repeated with similar audiences.**

**Please check all that apply.**

- SHRM
- HR Florida
- SHRM Chapter
- Other
- No

**4. If you checked "Other," please provide the name of the group(s) here.**

## REFERENCES

**5. If you have not presented at HR Florida before, please provide a reference from another conference or event at which you have presented.**

**Proof of presentation in the form of program evaluation or video, if available, may be requested at a later date.**

Reference Contact Name

Reference Contact Information

## PRESENTER BIOGRAPHY

**\*6. Please provide a brief bio. Keep in mind this information will be used in our marketing materials. Include your years of experience, educational background and practical experience in the subject matter.**

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**\*7. Are you a current or former human resources practitioner?**

- Yes
- No

**\*8. Would you like your contact information listed with your bio on our website?**

- Yes
- No

**\*9. Would you like your website address listed with your bio on our website?**

- Yes
- No

### CO-PRESENTER BIOGRAPHY

**\*10. Co-presenters are discouraged unless it is relevant to the program itself. Please do not list a co-presenter as an alternate contact.**

**Will you have a co-presenter? If no, please respond "No" to the question and skip to the next page.**

- Yes
- No

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## 11. If "Yes" to the question above, please provide co-presenter contact information.

Co-Presenter First Name	<input type="text"/>
Co-Presenter Last Name	<input type="text"/>
Co-Presenter Email	<input type="text"/>
Co-Presenter Twitter Handle	<input type="text"/>
Co-Presenter LinkedIn	<input type="text"/>
Co-Presenter Speaker Certification/Designation	<input type="text"/>
Co-Presenter Company	<input type="text"/>
Co-Presenter Address	<input type="text"/>
Co-Presenter City	<input type="text"/>
Co-Presenter State	<input type="text"/>
Co-Presenter County (of outside of U.S.)	<input type="text"/>
Co-Presenter Zip	<input type="text"/>
Co-Presenter Work Phone	<input type="text"/>
Co-Presenter Cell Phone	<input type="text"/>
Co-Presenter Fax Number	<input type="text"/>
Co-Presenter Web Site Address	<input type="text"/>
Co-Presenter Alternate Contact Name	<input type="text"/>
Co-Presenter Alternate Contact Phone	<input type="text"/>
Co-Presenter Alternate Contact Email	<input type="text"/>

## 12. Has your co-presenter conducted this or a similar presentation for SHRM or similar groups? HR Florida encourages speakers to present unique presentations that have not been repeated with similar audiences.

### Please select all that apply.

- SHRM
- HR Florida
- SHRM Chapter
- Other
- No

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**13. If you checked "Other," please provide the name of the group(s) here.**

**14. If your co-presenter has not previously presented at HR Florida, please provide a reference from another conference or event at which he/she has presented.**

**Proof of presentation in the form of program evaluation or video, if available, may be requested at a later date.**

Co-Presenter Reference

Contact Name

Co-Presenter Reference

Contact Information

**15. Please provide a brief bio of the co-presenter. Keep in mind this information will be used in our marketing materials. Include your years of experience, educational background and practical experience in the subject matter.**

**16. Is your co-presenter a current or former human resources practitioner?**

- Yes  
 No

**17. Would you like your co-presenter's contact information listed with your bio on our website?**

- Yes  
 No

**18. Would you like your co-presenter's web site address listed with your bio on our website?**

- Yes  
 No

## SESSION INFORMATION

Give serious thought to your session topic, title, session description and session introduction. If you are selected as a speaker, this information will be used for conference brochures and may not be changed later.

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The conference educational programs will be based upon the framework of the HR Certification Institute's body of knowledge and reflect major trends shaping the workplace. All topics will be considered.

Here are the CFP Guidelines for determining/selecting the HR functional area of your presentation submission. Please note the program committee will make the final determination of the appropriate track:

**COMPLIANCE:** Federal, state, and local workplace health, safety, security, and privacy and immigrations laws and regulations.

**EMPLOYEE/LABOR RELATIONS:** Analyzing, developing, implementing/administering, and evaluating the workplace relationship between employer and employee, in order to maintain relationships and working conditions that balance employer and employee needs and rights in support of the organization's strategic goals, objectives, and values.

**HR SKILLS DEVELOPMENT:** Tools for expanding HR development and growth by developing the core knowledge required for HR professionals as defined in the HR Certification Institute's body of knowledge.

**HUMAN RESOURCES DEVELOPMENT:** Developing, implementing, and evaluating activities and programs that address employee training and development, performance appraisal, talent and performance management, and the unique needs of employees, to ensure that the knowledge, skills, abilities, and performance of the workforce meet current and future organizational and individual needs.

**INTERNATIONAL:** Responsibilities and knowledge needed to be a viable global HR professional. The GPHR Body of Knowledge encompasses: Strategic HR Management, Organizational Effectiveness & Employee Development, Global Staffing, International Assignment Management, Global Compensation and Benefits, International Employee Relations and Regulations.

**RISK MANAGEMENT:** Developing, implementing/administering and evaluating programs, plans and policies which provide a safe and secure working environment and protect an organization from liability.

**STRATEGIC MANAGEMENT:** Developing, contributing to, and supporting the organization's mission, vision, values, strategic goals, and objectives; formulating policies; guiding and leading the change process; and evaluating HR's contributions to organizational effectiveness.

**TOTAL REWARDS:** Developing/selecting, implementing/administering, and evaluating compensation and benefits programs for all employee groups that support the organization's strategic goals, objectives, and values.

**WORKFORCE PLANNING AND EMPLOYMENT:** Developing, implementing and evaluating sourcing, recruitment, hiring, on-boarding, succession planning, retention and organizational exit programs to ensure the organization will achieve its goals and objectives.

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**\*19. Please select the one track that best fits your session.**

- Compliance
- Employee/Labor Relations
- HR Skills Development
- Human Resource Development
- International
- Risk Management
- Strategic Management
- Total Rewards
- Workforce Planning & Employment

**\*20. Attendee level of knowledge:**

- Introductory: Little or no previous knowledge of the subject matter
- Intermediate: Requires at least a basic knowledge and some experience
- Advanced: Requires a working knowledge and considerable experience

## SESSION DESCRIPTION

**\*21. HR Florida reserves the right to edit your session title for promotional brochures. If edited, you will receive notification of a title change.**

**What is the title of your session?**

**\*22. HR Florida reserves the right to edit and/or reduce your session description for promotional brochures. This information will be used in conference program brochure.**

**Please enter the description/objective of the session using 250 characters or less.**

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**\*23. Sessions conducted by practitioners that include practical, immediately applicable work tools will be given preference. HR Florida seeks presentations that will provide our attendees with information that will improve their effectiveness on the job.**

**After this session, the attendee will be able to:**

Attendee ROI #1

Attendee ROI #2

Attendee ROI #3

**\*24. Is this session eligible for certification credit through HRCI under one or more of the certifications listed below. Select all that apply.**

PHR

SPHR

GPHR

N/A

**\*25. If asked, would you be willing to present your program twice during the conference? (These may be scheduled on different days.)**

Yes

No

**\*26. Is this a submission for a pre-conference workshop?**

Yes

No

**27. If you checked "Yes," how long is your pre-conference session?**

3 Hours

2 Hours

**\*28. Enter your session introduction below. Please keep in mind that this introduction will be used by the session moderator assigned to you. Your introduction should be short, relevant to your presentation and flow easily for the room moderator.**

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**29. Enter your co-presenter session introduction below.**

### AUDIO/VISUAL REQUIREMENTS

**30. All rooms will be set-up auditorium style and will be equipped with the following:**

- **LCD projector for PowerPoint presentations**
- **Screen**
- **Wireless Lavalier Microphone**
- **Podium w/Microphone**

**NOTE: Laptop computers will NOT be provided. You must bring your own.**

**HR FLORIDA DOES NOT PROVIDE Internet access, flip charts, or white boards.**

Audio/Visual  
Requirements

Other Room  
Set-Up Needs

**\*31. Will you be bringing a technician to assist you with your presentation?**

**Note: You will be permitted one technical assistant; he/she will be allowed access to your session only. Videotaping of speaker presentations, either by the speaker or attendees, is NOT permitted without the consent of HR Florida.**

Yes

No

**32. If you checked "Yes," please provide the name of the technician here.**

### BOOKSTORE SALES

HR Florida coordinates book orders directly with the conference bookstore. HR Florida cannot guarantee the availability of speaker books due to publisher restrictions or difficulty in contacting the publisher.

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**\*33. I am interested in having my book(s) sold in the Conference Bookstore.**

Yes

No

**34. If "Yes" to the question above, please provide the following book information:**

Book Title

Title

ISBN

Number

Publisher

(s)

Publisher

Contact

Name

Publisher

Contact

Phone

Publisher

Contact

Fax

Publisher

Contact

Email

**\*35. I will be recommending books during my session.**

Yes

No

**36. If you checked "Yes," please provide the name of your recommended book(s) here.**

Recommended Book #1

Recommended Book #2

## AGREEMENT/UNDERSTANDING

By signing this proposal, I understand that:

- I will not receive a fee or expenses paid for my appearance.
- If I am selected, I agree to adhere to the deadline schedule furnished by conference organizers.
- My conference presentation is not a showcase for promotion of my business, practice or product, and I will not "sell" my products or services from the HR Florida speaker platform.
- I will not conduct this exact presentation to a similar Florida SHRM group within 60 days prior to the conference.
- I will not change the subject or title of my accepted presentation without the approval from the Conference organizers.

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- Concurrent session speakers will be required to submit an electronic file of their presentation to HR Florida prior to the event. Additional information concerning deadlines and format will be provided upon acceptance as a speaker.
- HR Florida is not responsible for shipping and/or printing charges.

**\*37. I agree to follow the regulations set forth in this agreement.**

- Yes  
 No

**\*38. Please enter your name and your month of birth as your e-signature below, (e.g., Joe Doe, September).**

Name

Month of Birth

## THANK YOU

Please click "SUBMIT" at the bottom of this page to send your submittal to the Program Team for processing.

A confirmation of entry will appear on your screen.