



Speaker Proposal Packet



Thank you for your interest in being a presenter with Bay County SHRM. As a non-profit chapter affiliate for the Society for Human Resource Management, Bay County SHRM provides quality professional development opportunities at our monthly chapter meetings. This packet contains information to assist you in determining whether the service that you offer meets this goal.

Enclosed you will find:

- Information on Bay County SHRM
- Meeting logistics
- Speaker logistics
- Required form(s) and additional information on our presentation certification requirements

Join us as we work to support the professional development of local professionals and the future of HR.

If you have questions about becoming a speaker at an upcoming chapter meeting, please do not hesitate to email us at admin@baycountyshrm.org.

About Bay County SHRM

Bay County SHRM is a non-profit local chapter affiliate of the Society for Human Resource Management (SHRM). We are comprised primarily of Human Resource professionals who work, live, study or do business in Bay County, Florida. We provide a forum for personal and professional development through essential conversations on Human Resources topics through our programs and events.

Bay County SHRM is proud to be involved in advancing and serving the human resource profession by encouraging membership, professional development and certification to its membership base consisting of over 100 professional members representing over 75 employers in Bay County.

Each month, we conduct chapter meetings to help members keep up with the rapidly changing HR and workplace environment.

Attending programs and meetings provides HR professionals with the opportunity to:

- Network with peers
- Enhance their professional skills
- Gain insight into the latest HR issues and trends
- Discover the newest developments in HR products and services
- Search out new sources and suppliers
- Share strategies for better managing HR challenges

Chapter Meeting Logistics

Our Chapter meetings are typically held the 4th Thursday of the month during lunch.

A sample agenda is below:

11:30am-11:50am	Lunch and Networking
11:50am-12:00pm	Welcome, Announcements and Speaker Introduction
12:00pm-1:00pm	Presentation
1:00pm	Meeting Conclusion

Typically, we arrive at the venue to set up by 11:00am. Immediately after the meeting, there is a window of time for you to connect with attendees while we pack up.

Professional Development

We provide our membership with topics that will allow us to advance the human resource profession and the capabilities of all human resource professionals to ensure that HR is an essential and effective partner in developing and executing organizational strategy. The following are some guidelines to consider when submitting a proposal to Bay County SHRM.

HR Credit Sessions

- Sessions must relate directly to the PHR & SPHR Body of Knowledge and SHRM HR Competencies as it is our intention that all meetings receive HRCI or SHRM recertification credits.
- Sessions should be 60 minutes in length.
- Speakers are expected to honor our commitment to provide education by not showcasing or promoting the speaker's practice, services or products. Note that speakers can also sponsor a chapter meeting, but the presentation should be separate from the sponsorship.

Suggested Topics

ADA Compliance	Employment Branding	Outsourcing Basics
Affirmative Action Compliance	Ethical Issues in HR	Outsourcing Strategy
Alternative Dispute Resolution	Executive and Deferred Compensation	Performance Management
Avoiding Personal Liability	Family-Friendly Initiatives	Pre-employment Testing
Background Investigations	Financial Management	Privacy Issues
Best Practices in HR	Flexible Work Policies and Practices	Productivity/Workflow Issues
Business Literacy	FLSA Compliance / Wage & Hour Issues	Project Management
Career Development for Employees	FMLA Compliance	Recruiting for the Workforce of the Future
Change Management	Funding Retirement Plans	Recruiting Fundamentals
Changing Labor Pool Demographics	Global HR Strategy	Recruiting Strategies
Civil Rights Compliance	Health Reimbursement Arrangements	Re-engineering HR for Competitive Advantage
Communication Strategies	Health, Safety, Security, Violence	Reference Checking
Compensation Philosophy and Pay Policies	HR as a Business Partner	Researching and Reporting HR Data
Conflict Resolution and Negotiation Skills for HR	HR as Internal Consultant	Resume Fraud and/or Fraudulent Misrepresentation
Controlling Health Care Costs	HR Career Progression	Retention Strategies
Direct Pay Systems	HR Competencies	Retirement - Compliance Issues
Disaster Preparedness & Recovery	HR's Value-Added / Return on Investment	Retirement Plans
Diversity	Human Capital Asset Management	Safeguarding Retirement
EEOC Compliance	Incentive Compensation Systems	Selection Interviewing
Effect of Supreme Court Laws on the Workplace	Leadership Issues	Sexual Harassment
Electronic Recruiting/Web-Based Recruiting	Life Balance Issues	Staffing Strategies
Emerging Issues in HR	Managing a Virtual Workforce	Strategic Management Issues
Emerging Issues in Technology	Managing Sensitive Employee Relations Issues	Strategies for Employing Older Workers
Emerging Leadership Theory & Application	Measuring Team Performance	Succession Planning
Emerging Management Practices	Mentoring	Technical Recruiting
Employee Benefits	Mergers and Acquisitions	Technology & HR
Employee Handbooks	Metrics and Measurement of HR	The Future of the HR Profession
Employee Relations	Military Leaves of Absence	Total Compensation
Employee/Labor Relations	Negligent Hiring	Workers' Compensation
Employer of Choice	Negotiating Your Salary and Total Compensation	Workforce Reductions
Employment Best Practices	Non-financial Reward Systems	Workplace Management Issues
	Organizational Development	Wrongful Termination/Discharge
	Other Regulatory Compliance Issues	

Speaker Logistics

Interested Speakers should complete the attached **SHRM & HRCI Speaker Certification Form** and provide the following for consideration as a Speaker with Bay County SHRM:

- **SHRM & HRCI Speaker Certification Form** – This form will be used to obtain basic information on your presentation. Additionally, information provided on this form will determine if the program is eligible for SHRM or HR Certification Institute recertification credits. If your presentation has previously been certified by the HR Certification Institute and/or SHRM, please indicate that on your proposal as we give preference to HR Certification Institute and SHRM credited presentations.
- **Speaker's Biography** – This will be used for promotional material and to introduce the speaker at the Chapter meeting.
- **Attach Speaker Photo** – Please attach your professional photo in .jpg or .tiff format (up to 512 KB) to your application email. Your headshot should be a unique file, separate from your bio.
- **Speaker Handouts/Supplemental Materials** – Please provide prior to the event if you are sharing handouts/materials to Chapter meeting attendees, please bring copies to the event.
- **Social Media Contact Information** – Please provide for promotional material and for additional follow-up contact after the Chapter meeting.
 - Bay County SHRM will provide audio-visual needs which may include electronic projection equipment, a clicker, podium or microphone.
 - If possible, we request that you make your slide presentation and handouts available to Bay County SHRM electronically or by pdf for meeting attendees.
 - Bay County SHRM seeks speakers who are willing to share their expertise without the expectation of payment in the spirit of networking and enhancing the HR profession, a purpose in which the Society was founded.

SPONSORSHIP OPPORTUNITIES

Are you interested in sponsoring any of our meetings during the upcoming year? Yes No

Sponsors of Bay County SHRM monthly chapter meetings are provided with a number of benefits, including the opportunity to address attendees prior to the sponsored event, distribute promotional literature, and network with members.

For details about these opportunities, and others, please visit our web site at www.baycountyshrm.org.



SHRM & HRCI Speaker Certification Form

Presenter's Name:	
Presenter's Organization:	
Presenter's Email Address:	
Presenter's Phone:	
Presentation Title:	
Is this program certified by HRCI or SHRM? If so, please provide details.	
Do you have handouts that you will bring?	
Total Program Time:	

SHRM Body of Competency & Knowledge:	
<i>(Select at least one Functional Area(s) or Competencies that are aligned with your program.)</i>	

	HR Expertise		Critical Evaluation
	Business Acumen		Ethical Practices
	Communication		Global & Cultural Effectiveness
	Consultation		Leadership and Navigation
	Relationship Management		Other:

Learning Objectives: Please list at least 3 learning objectives and provide a short summary on how your program aligns to your selection(s) above.

Presenter's Bio: (Please enter details below or attach any applicable documentation)