



Call for Speakers - Invitation to Present

Greater Valley Forge Human Resources Association,
invites you to submit a proposal to be a speaker at the

Greater Valley Forge HR Summit

Friday, October 14, 2016

Penn State Great Valley Campus in Malvern, PA.

The full day conference will be composed of a panel discussion and up to twelve (12) presentations comprised of three to four concurrent sessions of 1 to 1.5 hours in length. We are pleased to introduce this year's Summit Theme!

The 4 T's of HR!

TALENT, TECHNOLOGY, TRENDS, AND TRANSFORMATION

Speaker Application Process:

1. Presentation Topic:

Your presentation should put the HR function into a business perspective and be geared toward the Summit theme of "The 4 T's of HR – Talent, Technology, Trends, and Transformation." Possible areas that could be explored are as follows:

Talent

- Offering a higher total rewards package than the competition
- Providing employees with opportunities for career advancement
- Getting employees to feel connected to, and enthusiastic about, their jobs
- Reflecting the kind of person the organization wants to attract
- Appealing to people's value system
- Keeping employees challenged
- How to get the best results from your people and processes
- Setting clear standards for results and behaviors
- Making assignments that align with employee abilities
- Developing the next generation of corporate leaders
- Performance vs. conduct
- Encouraging employees to make decisions and take risks

Technology

- Staying engaged with the process yourself, constantly looking for ways to update your approach
- Helping remote employees share in the experience
- Ways of working smarter, not harder using technology
- Protecting confidential information
- What free resources are out there that we don't know about
- Social media – enough said
- Is your organization at risk for hackers?
- Technology for the selection process

Trends

- Demonstrating commitment to employee development
- Encouraging employees to make decisions and take risks
- Expressing business objectives and HR solutions in the language of your business clients
- Enabling the development of focused business case justification for your human capital investments
- Encouraging employees to continuously improve their skills
- Encouraging personal accountability and ownership
- Handling workplace stress
- Strategizing, learning, performing and forecasting
- Thinking from tactical to strategic at all levels

Transformation

- Maintaining a culture of trust, open communications, and fairness
- Reflecting the kind of person the organization wants to attract
- Helping employees settle in and learn the intricacies of your corporate culture as well as the practicalities
- Expecting the best from yourself
- Giving people opportunities to take risks and learn from their mistakes
- Removing roadblocks and barriers
- Telling the story of your organization and how you solved a problem or introduced an innovative program in an HR discipline area (benefits, recruiting, compensation, performance management, etc.)
- Developing human capital managers at all levels of the organization

2. **Your Presentation Proposal:** (please use the following format & provide a response for each category)

- Your Name, E-mail Address and Phone Number
- Name(s), Title(s), Company(ies), of Presenters
- Title of Your Presentation
- How does your presentation tie into the Summit “The 4 T’s of HR – Talent, Technology, Trends, and Transformation” theme? Please list which theme your presentation ties into.
- List the learning objectives of your presentation. Please complete the following sentence: “Following my presentation, participants will be able to...” Please submit 3 learning objectives describing the following (required to obtain HRCI credits):
 - The outcomes you plan to achieve.
 - How your presentation will change the participant’s behavior, to do something better or do something differently.
 - Will the participant be able to use the information you present immediately?

- ***What is the “wow factor” for your presentation, meaning what is the one thing your attendees will walk away remembering?***
- What level of HR professional are you targeting: HR Coordinator, HR Manager/Director, Chief HR Officer?
- Provide a session overview in 500 words or less. Describe the content of your presentation as well as the method of delivery e.g. case study review, interactive exercise, etc. Please provide enough information for the reviewers to visualize your presentation.
- Describe your expertise supporting the program you are presenting and your ability to relate to an audience of HR professionals.
- Please provide a brief biography (200 words or less) that can be used in our HRCI and SHRM submission and promotional materials. A resume may be attached but can only be used as supporting documentation.
- If this presentation has been approved for HRCI and/or SHRM credits please list the ORG #, date and location as well as the hours approved and type of credits (General or Business / CP or SCP).

3. **Proposal Selection:**

A panel of GVFHRA Summit planning members will review the presentations based on the following criteria:

- The degree to which the presentation supports one or more of SHRM’s strategic, general, business or global area of HRCI and SHRM credits. Priority will be given to those sessions that would potentially qualify for Business HRCI credits and SHRM- SCP credits.
- Thoroughness of the submitted matter and proposal.
- Quality of learning objectives.
- Level of interactivity and method of diverse teaching styles.
- Quality of takeaway tools offered to conference participants.
- Appeal to a broad spectrum of attendees and present on innovation in various topics in HR including, but not limited to Organizational Development, Benefits, Compensation, Legal Issues, Recruitment, Retention and Leadership Development.

4. **Submit Your Proposal by E-mail (in Word format) by May 20, 2016 to:**

Lori Stokes-Powers, GVFHRA Chapter Administrator

GVFHRA@aol.com

5. **General Information:**

- Applicants are limited to a maximum of two applications per individual or organization on different topics.
- If selected as a presenter, you will be required to submit your presentation by September 1st, 2016 and bring your presentation on a flash drive on October 14th, 2016.
- GVFHRA will provide flip charts and markers, microphone and sound for Power Point presentations or video if requested.
- Travel, housing and per diem costs, etc. are the sole responsibility of the speaker, not GVFHRA.
- Speakers are responsible to get permission to use copyrighted materials.

- GVFHRA will not reproduce handouts but will post handouts on the GVFHRA Summit website in advance of the program for participant download. If a speaker wishes to provide handouts, it will be at your own expense.
- **Speakers will be eligible to attend the remainder of the Summit (maximum of two active speakers per presentation) for the entire Summit.** A waived Summit fee includes access to conference sessions, HRCI and SHRM credits, lunch and breaks. Any guest(s) of the speakers must register and pay to attend the event.
- Due to facility location rules, no books or other materials are permitted to be sold at the HR Summit. There can be no exceptions to this policy.
- Proposals received after May 20, 2016 will be retained for future consideration either for a GVFHRA Meeting presentation, Seminar, or for the 2017 GVFHRA Summit.

Speaker selection and notification is expected to be completed by early July 2016.

Please review the following submission guidelines and sign and date in the area indicated below:

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

- The Greater Valley Forge HR Summit Committee has final determination of the format and length of my session.
- I am responsible for adhering to the Call for Presentation deadlines and guidelines for submission outlined in this document. If I fail to do so, the Greater Valley Forge HR Summit Committee reserves the right to remove my session from the Summit program.
- I am responsible for submitting presentation materials and handouts prior to the Summit for inclusion on the Greater Valley Forge HR Summit website. **All final presentation materials and a head shot (.jpeg) are due by September 1, 2016.**
- Greater Valley Forge HR Summit Committee will not produce any handouts for distribution at the Summit. I am responsible for preparing handout materials for my session attendees.
- I grant permission for GVFHRA to reproduce and distribute session handouts prior to, during and after the conference. All Summit materials will be provided on the Registrant website two weeks prior to the Summit for the attendees to download.
- GVFHRA and SHRM programs are non-commercial forums. The direct promotion of products and services is prohibited.
- I, and my co-presenter (if applicable), grant permission for my Summit presentation to be video or audio-taped.
- I am responsible for obtaining permission to reproduce my handouts if they are copyrighted.
- I agree to refrain from overt statements, harsh language, or pointed humor that disparages the dignity and social equity of any individual or group.
- I agree to bring a back up copy of my presentation on a flash drive on the day of the Summit.

- If I am unable to present my program on the day of the Summit, I will notify GVFHRA as soon as possible and will offer a suggestion of a replacement speaker that could present my materials or another program of comparable professional level and topic.

I agree with the terms and conditions outlined above in this Call for Summit Proposals.

Name and any certification i.e. SPHR	Date
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E-mail	Phone Number	Mobile Phone
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Company Name

Company Address

ALL SUBMISSIONS NEED TO BE SENT TO GVFHRA@AOL.COM BY MAY 20th, 2016.
A confirmation of receipt will be emailed back to you to confirm we have received your proposal.