

The Roanoke Valley SHRM chapter, a non-profit association affiliate of the Society for Human Resource Management, is currently comprised of HR Professionals in the Roanoke Valley area. Programs are intended to provide members with professional education related to the field of Human Resources and to provide continuing education credits for certified members.

We appreciate your interest in submitting a proposal to share your experience and expertise.

**Program Information**

All programs are held on the fourth Tuesday of the month and are for one (1) hour. No program is scheduled for July, October, or December. Please ensure the desired presentation date is noted on the form.

All proposals must be submitted ***8 weeks*** prior to the month the speaker is requesting to present. This is necessary for the proper promotion and HRCI credit approval for the program. Programs must be able to qualify for HRCI recertification credit at some level. Rare exceptions will be made if the topic is in demand by our members.

The program may be discussed and reviewed by the Vice President of Programs prior to formal submission if desired to ensure proper content and focus.

## Submitting Program Proposal

All requests to present at a chapter meeting require:

1. Completed “Request to Present” form
2. Presentation materials (handouts, PowerPoint, speaker notes, etc.) in their final format
3. Personal biography (included in “Request to Present” form) and photo (preferably JPEG)
4. All materials must be in Word and PowerPoint format when submitted
5. Speakers may provide additional proof of performance (videotapes, evaluations from past speaking engagements or letters of recommendation, etc.) to enhance their submission but it is not required.

Submit materials to the Roanoke Valley SHRM Vice President of Programs (Sylvia Moore - smoore@ahc.cc) Incomplete *submissions will not be considered.*

**Program Confirmation**

Programs submissions will be reviewed and if approved by the chapter tentatively scheduled for the date requested. Final confirmation will only occur when the HRCI certification is received. If more than one proposal for a certain date is received, preference will be given to the first received *complete* submission.

**Honoraria/Fees**

RVSHRM seeks contributors who are willing to share their expertise to promote the development of Human Resource professionals. We are unable to provide an honorarium.

Occasionally the chapter will approve program fees and must be noted in the “Request to Present” form to be reviewed for approval.

**Presentation Equipment**

The chapter provides a projector, screen, lectern and microphone. The presenter must provided any additional equipment required for the program.

**Travel Expenses**

The chapter does occasionally approve travel expenses for presenters out of the Roanoke Valley area. These expenses must be identified in the “Request to Present” form at time of submission. Expenses will only be reimbursed if the program receives HRCI certification and approved in writing by the Vice President of Programs.

**Presenter Agreement**

Approved presenters are required to:

* Presenter must bring the approved presentation on a computer compatible with projector equipment
* Provide their own handouts (as submitted with “Request to Present”)
* Retain the session content and audio/visual needs as originally submitted;
* Provide prior notice of any changes in the identity or number of presenters;
* Honor commitment to provide education or services without showcasing the provider’s practice, services or products (i.e. no selling from the podium); and
* Present themselves in a professional, respectful manner.

**REQUEST TO PRESENT FORM**

|  |  |
| --- | --- |
| Professional designation: | [ ]  PHR [ ]  SPHR [ ]  GPHR [ ]  Ph.D. [ ]  Esquire |
| Salutation: |  [ ]  Ms. [ ]  Mrs. [ ]  Mr. [ ]  Dr. |
| Full Name: |  | Title: |  |
| Company Name: |  |
| Phone Number: |  |
| E-mail Address: |  |

Presentation date requested (meetings are the 4th Tuesday of each month):

Program fee:

Travel expenses (type and cost):

List co-presenter name and title:

1)

2)

Have you provided a service or presented at a RVSHRM event in the past? **No [ ]  Yes [ ]  ;** please describe:

Please list previous speaking or service experience and reference contact information:

|  |  |  |
| --- | --- | --- |
| **Event** | **Contact Name** | **Contact Phone/Email** |
|  |  |  |
|  |  |  |
|  |  |  |

Are you a RVSHRM Member? **Yes** **[ ]  No [ ]**

All sections must be completed prior to submitting for approval in order to be considered.

**Program Title:**

**Length of Program:** Presentation length: 50 minutes + Q&A 10 minutes = Total: 1 hours

The chapter will provide a projector and screen with 8 person round tables. Additional Requests will be considered, but not guaranteed.

**Special Room Setup/equipment Request:** Include special request here

**Abstract of Program:** In 150 words or less, please summarize the contents of the program. RVSHRM may change and/or reduce your title/description for clarity.

*“*Title*”*

Type abstract here

**HRCI Bodies of Knowledge:** Identify the title and key words that the program correlates to the HRCI Bodies of Knowledge. For reference, the strategic “Bodies of Knowledge” are attached at the end of this form.

*This program address the Bodies of Knowledge areas of:* Type individual Bodies of Knowledge here

**Learning Objectives:** Describe the top three learning or service objectives of the program.

1)

2)

3)

**Biography:** In 200 words or less, please provide your biography or the biographies of all presenters/authors included in your program. RVSHRM may reduce the biography for publication.

Type biography here

**Program Documents**

Please include here information and supporting documentation to describe and explain your Proposal. Please submit enough information to allow the relevant personnel to evaluate the merits of your proposal.

List of supporting documents / handouts:

1.
2.
3.

**Additional Information:** Provide any other information that would be helpful in assessing the quality or content of the program proposed.

**Submittal**

Complete this form, save and include with all program documents. Form and materials must be emailed to smoore@ahc.cc no later than 8 weeks ***prior*** to the month requested to present.

**HRCI Strategic**

**Bodies of Knowledge**

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.

EMPLOYEE AND 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.

WORKFORCE PLANNING AND EMPLOYMENT

Developing, implementing, and evaluating sourcing, recruitment, hiring, orientation, succession planning, retention, and organizational exit programs necessary to ensure the workforce’s ability to achieve the organization’s goals and objectives.

HUMAN RESOURCE 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.

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.

RISK MANAGEMENT

Developing, implementing/administering, and evaluating programs, plans, and policies which provide a safe and secure working environment and to protect the organization from liability.