



CALL FOR PRESENTATIONS OVERVIEW INFORMATION

Qualified subject matter experts are invited to share industry knowledge, professional experience, and expertise with conference participants during an annual two-day conference sponsored by the Wyoming State Council of SHRM and hosted by the local High Desert Human Resources Association. All presentations should benefit attendees by contributing to individual learning and development within the human resources management profession.

2018 Conference Theme

The general theme for the 2018 Conference will be ***“Cowboy Up!”*** Conference sessions should be relevant to the overall theme, and incorporate concepts that support how HR professionals can ***“Cowboy Up!”*** with examples of living each day with courage, take pride in your work, always finish what you start, and know where to draw the line.

Proposal Submission Deadline and Instructions

Proposals must be received **no Later than March 31, 2018**, including any related attachments/supporting materials.

- Complete all sections of **this form** and review prior to submission for completeness, accuracy, and legibility
- Sign/date completed form
- Include any relevant attachments, examples of work, and/or recordings of prior presentations for review
- Include specific pricing, terms, and agreement (if applicable)
- **E-mail completed proposal and supporting documentation to:** kara_beech@rswy.net
- Notification of status of submission will be communicated directly to the proposing speaker or specified contact no later than **April 9, 2018**.

Session Time Limits

Sessions will be allotted between 60 to 90 minutes (unless otherwise agreed upon), depending on number of selected presentations and scheduling availability. Proposals must include minimum time limit constraints for consideration.

Proposal Review

Members of the Selection Committee will review all complete proposals. Final selections will be made by the conference program organizers from those proposals accepted. Notification of acceptance will be sent no later than **April 9, 2018**. The SHRM Wyoming State Council strives to offer a balanced program of educational sessions by selecting proposals that best fit within the framework of the conference, considering the following criteria:

Practical Application: Preference is given to sessions conducted by practitioners that include practical, immediately applicable work tools. The conference committee seeks presentations that will provide our attendees with information that will improve their effectiveness on the job. In addition, sessions should fit with the designated conference theme.

Speaker References/Example Content: The conference committee seeks experienced presenters with proven speaking ability. Those with a track record of speaking and performing well at large conferences will be given preference. Video tapes, letters of reference (with reference contact information), previous attendee feedback/evaluations, and/or other examples of content are appreciated to assist in the selection process. Please note that the Wyoming State Council of SHRM will not return materials provided, and information/content from these materials may be used in promotion of the conference, speaker, and session.

Presenter/Speakers Requiring a Fee

The Wyoming SHRM Annual Conference has a tradition of using educational conference sessions as a platform for innovation and education in the field of human resource management. Preference will be given to presenters who best fit this tradition, and are willing to share their expertise without expectation of payment in the spirit of networking and furthering the profession, purposes for which the Society was founded. However, the Council will consider all presenter proposals, including those requesting a fee, based on available budget.

Presentation Content

The following is a list of suggested topical content areas that support the human resources management profession. This list is not all-inclusive, and all relevant topics will be considered.

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

Many conference attendees will be certified SHRM™ (and/or HRCI™) Professionals. To provide benefit to them, presentations should support learning and development related to the SHRM Competency Model¹, including Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness, Communication, and HR Expertise (HR Knowledge).

Preference will be given to presentations that meet the requirements for SHRM™ (and HRCI™) recertification credits^{2 3}. Presentations and/or presenters selected by the Council for this conference that are not already designated by SHRM™ (and/or HRCI™) as preferred recertification providers and/or presentations that are not pre-approved will be submitted by the Wyoming State Council of SHRM for approval of recertification credits.

Presenter Expectations

The Wyoming State Council of SHRM expects presenters to:

- meet all deadlines;
- make no changes to the identity or number of presenters without advanced notice and approval of the Council;
- provide high-quality handouts/materials by deadline dates and in formats requested;
- honor our commitment to provide education without an emphasis on promotion of a speaker's affiliated company, services, or products;
- respect the Wyoming State Council of SHRM as the sponsoring organization, and interact professionally with other affiliated participants, organizations, vendors, and presenters.

Presenters should understand and acknowledge that the Wyoming State Council of SHRM may retain session content and/or audio/visual items as originally submitted. In addition, presenters should understand and acknowledge that sessions may be recorded and/or photographed for use in promotional materials, unless otherwise specified in the presenter's contract/agreement.

Wyoming State Council of SHRM Expectations

In addition to the terms and conditions of the presenter's contract/agreement (if applicable), the Wyoming State Council of SHRM will provide complimentary conference registration, access to the vendor exposition (including a table to set-up promotional/information materials if available), meals, educational programs, and social events. The Wyoming State Council of SHRM presentations during the conference grant the presenter valuable exposure to industry professionals, and the Council will provide presentation feedback and evaluation data after the conference.

Wyoming State Council of SHRM Conference Programming Contacts

For questions regarding this proposal form, or the Wyoming SHRM Annual Conference, please contact:

Kara Beech, Wyoming State Council of SHRM® Director
kara_beech@rswy.net
307-352-1512

¹ <https://www.shrm.org/certification/about/bodyofcompetencyknowledge/pages/competenciesoverview.aspx>

² <https://www.hrci.org/provider-network/continuing-education-provider-program>

³ <https://www.shrm.org/certification/Documents/SHRM%20Preferred%20Provider%20Guide.pdf>

PRESENTATION APPLICATION
Wyoming State Council of SHRM
Annual Conference
September 20-21, 2018
Rock Springs, Wyoming

Instructions: All information must be typed and submitted electronically using [this form](#), and ALL sections must be completed – you may attach supporting documentation, as applicable. Completed/signed forms and any supporting materials **must be submitted via e-mail** to: kara_beech@rswy.net. All submissions must be received **on or before March 31, 2018** in order to be considered.

NAME	TITLE	COMPANY/ORGANIZATION
PHONE	E-MAIL	WILL YOU HAVE A CO-PRESENTER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, NAME/TITLE: _____
TITLE OF PROPOSED SESSION:		DO YOU REQUIRE A FEE? <input type="checkbox"/> YES: _____ <input type="checkbox"/> NO
DESIRED DURATION OF SESSION <input type="checkbox"/> 60 MIN <input type="checkbox"/> 90 MIN <input type="checkbox"/> OTHER: _____		ARE YOU A PREFERRED PROVIDER/HAS THE MATERIAL BEEN PRE-APPROVED? <input type="checkbox"/> SHRM <input type="checkbox"/> HRCI <input type="checkbox"/> OTHER: _____
BRIEF SUMMARY OF SESSION (THIS INFORMATION WILL BE USED IN PROMOTIONAL MATERIALS) <div style="height: 250px; border: 1px solid black; margin-top: 5px;"></div>		
PARTICIPANT TAKE-AWAYS AND LEARNING OBJECTIVES (What concepts/tools will participants gain from attending your presentation?) <div style="height: 150px; border: 1px solid black; margin-top: 5px;"></div>		

HANDOUTS, MATERIALS, AND OTHER LEARNING AIDS TO BE PROVIDED AT THE SESSION

LIST ANY SPECIAL EQUIPMENT AND/OR ROOM CONFIGURATION REQUIRED FOR THE SESSION, IF APPLICABLE

PRESENTER BACKGROUND/BIOGRAPHY(S) (Provide a brief overview of qualifications/background of presenters)

SUPPORTING MATERIALS (List all documents, brochures, videos, and/or other attachments included for review as part of this proposal)

By signing this proposal, I agree, if selected by the conference committee, to adhere to all deadlines and schedules furnished by conference organizers. I understand that 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 SHRM speaker platform. If my presentation requires a fee, I understand that I will be required to furnish the conference committee with a contract and/or statement of services outlining all terms and conditions of the agreement for review.

PROPOSAL BY:

Name (Printed)

Signature

Date