

CALL FOR SPEAKERS/PRESENTERS



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 Frontier Human Resource Association in Cheyenne, Wyoming on **September 21st and 22nd, 2023**. All presentations should benefit attendees by contributing to individual learning and development within the human resources management profession.

2023 Conference Theme

The general theme for the 2023 Conference will be *“HR Leading the Way”*. Conference sessions should be relevant to the overall theme and incorporate concepts that support and HR professionals to be leaders in their career.

Proposal Submission Deadline and Instructions

Proposals must be received **no Later than Friday February 4, 2023**, 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: Amy Stinson at astinson@aspenmountainmc.com

- Notification of status of submission will be communicated directly to the proposing speaker or specified contact no later than **March 14, 2023**.

Session Time Limits

Sessions will be allotted between 60 to 90 minutes (unless otherwise agreed upon), depending on the 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 **March 14, 2023**. 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 links, 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 the available funds in our 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. However, topics related to Energizing the future of Human Resources will be given priority for this year's conference.

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

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 Contacts

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

Amy Stinson, Speaker Committee Chair
SHRM Annual Conference 2023
email: astinson@aspenmountainmc.com

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 21-22, 2023
Cheyenne, 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: astinson@aspenmountainmc.com All submissions must be received **on or before February 4, 2023** 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)		
PARTICIPANT TAKE-AWAYS AND LEARNING OBJECTIVES (What concepts/tools will participants gain from attending your presentation?)		

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