

# Call for Presenters

## SAHRMA 2019 General Meetings & Workshops

The San Antonio Human Resource Management Association (SAHRMA) invites you to share your human resource management experience and expertise through its monthly programs. By sharing your experiences, you can enrich your colleagues understanding of our profession and make a valuable contribution to the profession's field of knowledge. Please complete your proposal on the "Call for Presentation" form and e-mail to:

**Gonzalo Soliz**  
**Professional Development Director**  
**programs@sahrma.org**

### INSTRUCTIONS FOR SUBMITTING A PROPOSAL

1. Complete the "Call for Presentation" form attached to this email.
2. Review for completeness, accuracy and legibility; sign and date form.
3. Include proof of performance. Accepted forms of proof of performance are videotapes (YouTube) or evaluations from a program the speaker previously presented. (**Upon Request**)

**Proposal Review-** Members of the Professional Development Committee will review all complete proposals. Notification of acceptance will be emailed to presenters.

**A Note Concerning Honoraria:** We use the monthly programs meetings as a platform to share innovative techniques and procedures being utilized in the field of human resource management. We look for speakers who are willing to share their expertise in the spirit of networking and without the expectation of monetary compensation; however, SAHRMA will make a donation on the speakers' behalf to the SHRM Foundation.

Speakers who require a speaking fee or need speaking related expenses reimbursed need to note their fee/reimbursement requirements on the proposal form.

### PRESENTATION OPTIONS

Currently we have 2 forms of presentation opportunities. You may elect to present at one or both types.

1. **GENERAL MONTHLY MEETING PRESENTATION-** (Duration 1 Hour) Monthly meetings are held once a month, typically during Lunchtime. They start at 11:30 a.m. and run to 1:00 p.m. The first 30 minutes is networking.
2. **WORKSHOP PRESENTATION-** (Duration can vary) They will be held in conjunction with the monthly luncheon.

### THE SELECTION PROCESS

We strive to offer a balanced program of educational sessions by selecting proposals that best fit within the framework of the Programs goals. We are looking for:

- **Practical Application.** SAHRMA gives preference to practitioner sessions that include best practices and practical work tools that can be applied immediately. The Programs committee seeks presentations and topics that will provide our attendees with information that will improve their effectiveness on the job
- **Proven Speaking Ability.** The Programs committee seeks experienced presenters with a proven track record of speaking and performing well at speaking engagements.
- **Proof of Performance.**
  - Videos – Videotapes or YouTube of the speaker presenting a session. *Promotional videos about the speaker's organization or highlighting products & services are not acceptable proof of performance.*
  - Evaluations – Evaluations that show your quality ratings and scores from previous speaking engagements. Please include the number of attendees present and define the rating scale.

**For 2019 we are seeking presenters for monthly luncheons on the following dates:**

**January 8  
March 5  
April 9  
May 14  
June 11  
July 9  
September 10  
October 8  
November 12  
December 10**

**We also would like for speakers to submit topics with the new SHRM topics as well as existing HRCI categories. We plan to give additional consideration to topics with dual credit application.**

**While specific topics were not included as part of the request. We are looking for fresh ideas on the latest developments in the HR field. We are however, asking for several areas we would like to cover if we can find the right combination of speaker and topic. The general areas are Technology and HR, OD, Data Analytics, Leadership, Succession Planning, Diversity and topics that qualify for HRCI “Strategic” (also shown as Business).**

**SAHRMA's expectation for presenters:**

- meet all deadlines;
- retain the session content, audio/visual needs as originally submitted;
- not add a co-presenter or change the identity or number of presenters without notification/permission;
- provide handouts by the date and in the format requested;
- honor our commitment to provide education by not showcasing or promoting the speaker's practice, services or products, and....

**In return, we will provide presenter:**

- Complimentary registration for the General Monthly Meeting which includes lunch.
- Valuable professional exposure.
- Evaluation scores after the Programs and apply for HRCI and SHRM CE credits.

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All information **must be typed and submitted either on this form or on a separate document in this order**. Submit your name as you wish to see it published. Please include your professional designation (Ph.D., Ed.D., SPHR, PHR, etc.), after your last name.

Name:

Job Title:

Company:

Address:

City, State, Zip:

Phone Number:

Fax Number:

E-mail Address (REQUIRED):

Will you have a co-presenter? \_\_\_\_ Yes \_\_\_\_ No

If yes, please duplicate this form for your co-presenter and attach the completed form with your own submission.

Do you require a speaking fee? \_\_\_\_ Yes \_\_\_\_ No If yes, what is your fee? \_\_\_\_\_

Would you be interested in offering a Workshop about your topic following the General Meeting session?  
\_\_\_\_ Yes \_\_\_\_ No

**TYPE OF SESSION:** (circle one) **General Monthly Meeting Presentation** / **Workshop Presentation**

**TITLE OF SESSION:**

**SUMMARY OF SESSION:**

In 150 words or less, provide a summary of the content. **If you are selected to present, the description submitted below will be used in promotional brochures and on SAHRMA's website.** Please Note: we may change and/or reduce your title/description for program clarity.

**LEARNING OBJECTIVE:**

Provide a *one-sentence* primary learning objective of your presentation. Please do not give bullet points, multiple objectives joined by semi-colons, or several sentences. Here is an example:

*This session will help you prepare for changes in the workplace by examining and discussing emerging issues in HR and their affect on day-to-day HR responsibilities.*

**By signing this proposal, I agree to adhere to the deadline schedule furnished by Programs organizers. I understand that my Programs presentation is not a showcase for promotion of my business, practice or product, and I will not sell my products or services. I also understand that I will be notified about the status of my proposal within 60 days of submittal of this proposal.**

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Signature

Date