



# Speaker Submission Application/Proposal

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## Chapter Information

Representing over 500 individual members, the Central New York Society for Human Resource Management (CNY SHRM), is a 100% Chapter of the Society of Human Resource Management (SHRM), founded in 1974. SHRM, the world's largest association devoted to human resource management, has more than 210,000 members and is the global voice of the profession.

CNY SHRM is a volunteer entity whose primary objective is to support the mission and initiatives of SHRM through education. We are a professional HR organization that provides a community for thought leadership, education, development, sharing expertise, and creating innovative solutions. In addition to supporting its individual membership, the chapter interacts with NYS SHRM and other area NYS SHRM chapters.

CNY SHRM is a conduit for human resources professionals to network and share their knowledge with others in the Central NY area. Our monthly meetings are the preeminent event for human resources professionals and business leaders in the area.

## IMPORTANT INFORMATION and CONSIDERATIONS FOR SPEAKERS

Complete this on-line presentation proposal with all information requested. Please make sure all content is entered into the application, **you are not able to attach extra pages**. Please submit a current resume, curriculum vitae or biography at the time of submission of your proposal. Please review all information submitted for accuracy and completeness. If selected as a speaker, you will be contacted by our Events Committee via email or telephone. If selected, **the information you furnish may be edited, if necessary, due to space limitations and will be printed in our brochures, publications and our website**. More than one presentation may be submitted for consideration; however, one proposal per presentation must be completed.

CNY SHRM has a tradition of using educational sessions as a platform for innovation in the field of Human Resource management. We look for contributors who are willing to share their expertise without expectation of payment in the spirit of networking, a purpose for which CNY SHRM was founded. We believe that the size and decision making authority of our audience provides an outstanding opportunity for speakers to increase their visibility and establish valuable contacts and relationships with a targeted HR audience.

CNY SHRM strives to offer a balanced program by selecting proposals that best fit within the framework of the Chapter. The programs selected will be based upon the SHRM body of knowledge, the HR competency model, and major socioeconomic trends shaping the workplace. Alternative views and counterpoint issues are welcomed, particularly when lessons learned from first-hand experience are offered as models/examples.

While handouts to those attending your session are not required, a large majority of our speakers provide them and attendees greatly appreciate them. If you are selected to present, we will provide you with information on where to email and/or ship your handouts prior to the meeting if you wish to do so.

Presenters are expected to:

- Meet all deadlines
- Retain session content and audio visual needs as originally submitted
- Not add a co-presenter or change the identity of presenters without permission from CNY SHRM
- Honor CNY SHRM's commitment to provide education by not showcasing or promoting the speaker's practice, services, or products
- Deliver an original product
- Respect CNY SHRM as the sponsoring organization with either positive or neutral comments from the platform

In return, CNY SHRM will provide:

- A complimentary meal for the presenter at the event
- If the presenter is a published author, CNY SHRM will make every effort to have his/her publication available at the meeting and will assist with the selling of such items at the end of the presentation
- Grant the presenter valuable professional exposure
- Provide the presenter with a copy of the evaluations from session(s)
- Guest and videotaping must be approved by the Events Committee Chairperson

At the end of your submittal, you will be asked to accept or not accept the terms of this proposal. You must accept the terms of this proposal to validate your proposal for consideration.

### Presenter Information

|                           |  |
|---------------------------|--|
| First Name*               |  |
| Last Name*                |  |
| Email *                   |  |
| Company *                 |  |
| Address *                 |  |
| City *                    |  |
| State *                   |  |
| Zip *                     |  |
| Work Phone *              |  |
| Cell Phone *              |  |
| Fax Number *              |  |
| Web Site Address *        |  |
| Alternate Contact Name *  |  |
| Alternate Contact Phone * |  |
| Alternate Contact Email * |  |

Will your session be given by more than one person?\*  No  Yes, please list their name and information:

|                            |  |
|----------------------------|--|
| Co-Presenter Name          |  |
| Co-Presenter Title         |  |
| Co-Presenter Company       |  |
| Co-Presenter Address       |  |
| Co-Presenter City & State  |  |
| Co-Presenter Zip           |  |
| Co-Presenter Work Phone    |  |
| Co-Presenter Cell Phone    |  |
| Co-Presenter Email Address |  |
| Co-Presenter Fax           |  |

Provide a *brief* biography for the speaker. Please keep in mind that this information will be used in our marketing materials. Include years of experience, educational background and practical experience in the subject matter for yourself (and co-presenter, if applicable).\*

Enter your session introduction below. Please keep in mind that this introduction will be used by the Event Planner at our monthly meeting. Include years of experience, educational background, and practical experience in the subject matter for yourself (and co-presenter, if applicable).\*

## Presentation Experience

Have you conducted this or a similar presentation for SHRM or similar groups in the past? \*

Check all that apply.

- SHRM  
 CNY SHRM  
 Another SHRM Chapter  
 Other, Please name group(s) \_\_\_\_\_  
 No. If you have not previously presented at CNY SHRM, please provide a reference from another conference or event at which you have presented. Proof of presentation in the form of program evaluation or video, if available, may be requested at a later date.

|  |  |
|--|--|
| Reference Conference or Event                    |  |
| Reference Contact Name                           |  |
| Reference Contact Info (phone number and e-mail) |  |

Would you like your contact information listed with your bio on our website?\*  Yes  No

Would you like your website address listed with your bio on our website?\*  Yes  No

## Fee Request

Will there be a fee associated for your presentation?\*  Yes  No

If yes, please list all applicable fees for consideration:

- \$ \_\_\_\_\_ Monthly Meeting Presentation Fee  
\$ \_\_\_\_\_ ½ Seminar Fee  
\$ \_\_\_\_\_ Full-day Fee  
\$ \_\_\_\_\_ Expenses  
     Airfare  
     Hotel  
     Miscellaneous  
     Other (please list)

## Technical Assistance

Will you be bringing a technician to assist you with your presentation? *Note: You will be permitted one technical assistant. Videotaping of speaker presentations, either by the speaker or attendees, is not permitted without the consent of CNY SHRM. \**

No  
 Yes, Technician Name: \_\_\_\_\_

## Session Information

Please give serious thought to your session topic, title, session description and session introduction. If you are selected as a speaker, this information will be used for meeting announcements, website, and newspaper advertising and may not be changed later. The meeting programs will be based upon the framework of the SHRM body of knowledge and reflect major trends shaping the workplace. The Events committee may combine or eliminate a conference topic at later stages of meeting planning. However, this will not affect the selection process. Sessions conducted by HR Practitioners

that include practical, immediately applicable work tools will be given preference. CNY SHRM sees presentations that will provide our attendees with information that will improve their effectiveness on the job. All topics will be considered.

Is this submission for a monthly meeting, ½ day seminar or full-day seminar?\*

- Monthly Meeting (1 – 2 hour presentation)
- ½ day Seminar (3 – 4 hour presentation)
- Full-day Seminar (6-7 hour presentation)

Please select the one track that best fits your session:\*

- Compensation/Benefits
- Diversity/Inclusion
- Employer/Employee Relations
- Training/Development
- Social Media/Technology
- Staffing/Recruiting/Workforce Planning & Employment
- Strategic Management
- Health, Safety and Security
- Other (please list): \_\_\_\_\_

Choose what best describes the level of knowledge the participants should have to benefit from your presentation:\*

- Introduction: Little or no personal knowledge of the subject matter
- Intermediate: Requires at least basic knowledge and some experience.
- Advanced: Requires a working knowledge and considerable experience.

Enter title of session using 8 words or less\*:

\_\_\_\_\_

Enter the description of the session using 100 words or less. CNY SHRM reserves the right to edit and/or reduce your session description for promotional brochures. **This information will be used in meeting promotions.\***

After this session, the attendee will be able to (list three brief learning objectives specific to your session content):\*

- 1.
- 2.
- 3.

## Audio Visual Requirements

All rooms will be set-up in rounds of 8 unless less you are presenting for a seminar and then the room will be set up theater or classroom style. Please check below equipment needed:

|   |   |
|---|---|
| <input type="checkbox"/> LCD projector for PowerPoint presentations           | <input type="checkbox"/> Screen               |
| <input type="checkbox"/> Laptop computers (we encourage you to bring you own) | <input type="checkbox"/> Flip Chart & Markers |
| <input type="checkbox"/> Wired Lavalier Microphone                            | <input type="checkbox"/> Tables               |
| <input type="checkbox"/> Podium w/Microphone                                  | <input type="checkbox"/> Audio Capability     |

Other Room Set-Up Needs:

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## Book/Promotional Item Sales

CNY SHRM will assist in the coordination of book selling and signing at the conclusion of the meeting.

I am interested in having my book(s) sold at the end of the meeting.

Yes, Book Title: \_\_\_\_\_ Cost to attendees: \_\_\_\_\_  
 No

## Agreement and Understanding

By signing this proposal, I understand that:

- My fees will be reviewed for consideration.
- If selected, I agree to adhere to the deadline schedule furnished by Events Chairperson/Event Coordinator.
- I understand that my presentation is not a showcase for promotion of my business, practice or product, and I will not "sell" my products or services from the CNY SHRM speaker platform.
- I will not change the subject or title of my accepted presentation without the approval from the Events Committee Chairperson.
- All presenters will be required to submit copies of their audio visual presentations to CNY SHRM prior to the event (as required).
- Additional information concerning deadlines and format will be provided upon acceptance as a speaker.
- I understand that CNY SHRM is not responsible for shipping and/or printing charges.
- I agree to follow the regulations set forth in this agreement.

## Thank you for your interest in the Central New York Society for Human Resource Management!

Agreement and Understanding \*

I agree  
 I do not agree

Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_  
E-Signature: \_\_\_\_\_

Upon completion of this form please send to; [admin@cnyshrm.org](mailto:admin@cnyshrm.org) for consideration