



## Call for Speakers HR Fall Conference: Employment Law/Legislative November 7, 2017

The CHRA Professional Development Committee is looking for presenters for CHRA's Annual Fall Conference (Employment Law/Legislative) that are **one hour in length**. **THE DEADLINE FOR SPEAKER APPLICATIONS IS JUNE 30, 2017.**

### TOPICS OF INTEREST

Speakers who provide *strategic* content regarding recent changes in employment law in an engaging and highly interactive format are preferred. Examples of topics include, but are not limited to:

- "How To's," (Preferably using case studies or workshops):
- How to Conduct an HR Audit
- How to Write an Employee Handbook
- How to Stay Compliant with the NLRB
- How to Stay Compliant with the EEOC/DOL
- How to Prevent a Lawsuit
- How to Prevent Sick Leave Abuse
- How to Write Separation/Severance Agreements
- How to Protect Your Trade Secrets and Confidential Information
- How to Prevent Sexual Harassment in the Workplace
- How to Properly Categorize Employees (Exempt/Non-Exempt; Ind. Contractor v. Employee)
- Social Media Policies
- Interaction of ADA/FMLA/Workers' Compensation/Disability
- Wage & Hour Updates
- Maryland Legislative Updates
- Unemployment Insurance
- Pay Equity Issues
- Affordable Care Act
- Employee Benefits Plans
- Other Important Regulatory/Legislative Updates

Programs presented by consultants or attorneys must provide general HR professional development education and cannot be marketing/sales oriented to their specific products, firms or services. **PLEASE NOTE:** feedback from members has indicated that speakers often spend too much time going over "basics" or establishing their topic and then rushing the real valuable "meat" of the content at the end.

### SELECTION PROCESS AND NOTIFICATIONS

The committee will review proposals and contact those whom they wish to schedule and also notify those who are not selected by August 1, 2017. Some speakers may be asked to be a back-up speaker if they wish to do so. Because we try to balance the topics and presenters scheduled and respond to member interests, it is not always possible to schedule everyone who submits a proposal. Due to the amount of proposals received it is not always possible to give specific reasons why specific proposals were not selected. *There will be no preferential treatment given to any person who submits a proposal to CHRA, regardless of position within the organization or amount of times a prospective presenter has submitted proposals.*

### CRITERIA USED TO SELECT SPEAKERS

1. Proposal was completed in full, in detail, and submitted on time to CHRA.
2. Both Bodies of Knowledge and Competencies were tied into the presentation.
3. Preference given to:
  - Engaging programs
  - Programs pre-approved for HRCI Business/Strategic Credit
  - Fits specific theme of the event

- Prior proof of performance (evaluations from prior speaking engagements)
4. Positive References
  5. Committee Vote/Decision based on general interest to the HR profession and CHRA membership. The committee is given discretion to make these decisions on behalf of the CHRA membership.

**PLEASE FIND THE PROPOSAL FORM ON FOLLOWING PAGE. COMPLETE AND RETURN TO CHRA AT [info@chra.com](mailto:info@chra.com) AND [kmiller@smithdowney.com](mailto:kmiller@smithdowney.com) NO LATER THAN JUNE 30, 2017.**

*(Proposal found on next page...)*



Serving the Greater Baltimore Area HR Community Since 1930

## **CHRA Fall Conference (Employment Law/Legislative) Speaker Proposal:** **Deadline to submit proposal: June 30, 2017**

***EVERY SECTION ON THIS PROPOSAL IS REQUIRED, PLEASE COMPLETE THE ENTIRE FORM. ONLY PROPOSALS SUBMITTED IN THE FOLLOWING FORMAT WITH EVERY NUMBER COMPLETED WILL BE CONSIDERED***

1. **Your Name (as you wish it to appear in the Program):**
2. **Your Title:**
3. **Your Company:**
4. **General Topic Area of This Proposal (e.g. benefits, leave, wage & hour):**
5. **Session Title (program must be 1 hour in length):**
6. **Session Overview:** please provide 1-3 brief paragraphs describing:
  - a. **The session and its benefits to HR practitioners –**
  - b. **Learning Objectives –**
  - c. **Attach/Provide a PowerPoint or outline – Recommended**

*This summary should be written in a manner that could be used to advertise the session and would motivate members to attend.*

7. **Please explain how your presentation ties into the HRCI and SHRM HR Body of (Competency and) Knowledge:**
  - a. To find the HRCI HR Body of Knowledge please visit <https://www.hrci.org/docs/default-source/web-files/aphr-exam-content-outline.pdf?sfvrsn=6>
  - b. To find the SHRM HR Body of Competency and Knowledge visit <https://www.shrm.org/certification/Documents/SHRM-BoCK-FINAL.pdf> and review Page 9.
  - c. These will be used to submit to the HR Certification Institute and SHRM to obtain recertification credits for your presentation. Has this presentation already been approved for HRCI credits?  Yes  No  
If Yes, for  "HR" or  "Business" credit? Please Provide the HRCI number:

This will be used to submit to the HR Certification Institute to obtain recertification credit for your presentation. If your presentation does not tie into the HR Body of Knowledge it will not be approved for recertification credit and can drastically reduce the number of attendees.

8. **Your Qualifications to Teach this Subject / Your Biography: (Do not attach as a separate document):**
9. **Session Format:** please describe the delivery format. Please indicate, besides Q&A, specifically "HOW" (what activities/exercises) you will use to interact with attendees:
10. **AV/Room Set up:** audio/visual needs:

**11. Other Topics:** for future reference, please list other topics for which you have expertise and on which you could present.

**12. Proof of Performance: Please submit at least one of the following (but more is preferred).**

- a. Please submit documentation, such as evaluation summaries, from two public presentations where you scored 4.0 out of 5.0 or similar scale (SHRM affiliated organizations preferred):
- b. Please provide one or two web links to video/YouTube of your presentations:
- c. Please provide in the space below at least two speaking references including association/group name, contact person's name, email address and phone number (SHRM affiliated organizations preferred). References will be asked for feedback/evaluations, quality of presentation, amount of attendees at speaking engagement, etc.

**13. Have you submitted any other Proposal Forms to CHRA within the past 12 months?**  Yes  No  
If yes, identity what CHRA program(s) for which you submitted a proposal:

Have you been selected to present at any other CHRA programs within the last 12 months?  Yes  No  
If yes, identity what CHRA program(s) for which you have been selected to speak:

*\*There is no limit on how many proposals can be submitted to CHRA, but this helps CHRA committees to know if another committee may be considering using, or has selected, the same proposal.*

**14. Speaker's Contact Information:**

- a. Your email address:
- b. Your Phone #:
- c. Your Mailing Address:
- d. Contact information for anyone else who should be copied on your correspondence:

**15. Email Your Completed Form to: [info@chra.com](mailto:info@chra.com) AND [kmiller@smithdowney.com](mailto:kmiller@smithdowney.com) NO LATER THAN JUNE 30, 2017.**

**\*Important note regarding honorarium and expenses:**

*If selected, all presenters are responsible for their own program content, expenses (such as travel) associated with the speaking engagement, and applicable handouts. CHRA will work with the presenters on providing agreed upon audio/visual. CHRA, as a non-profit, does not supply honorarium to speakers or cover any travel expenses.*