



**BC Human Resources Management Association
Conference 2011 – Complexity Made Simple – People Passion Profit
Speaker Presentation Proposal Guidelines**

Thank you for your interest in presenting at our upcoming 49th annual conference being held at the beautiful *Vancouver Convention Center, April 14 & 15th, 2011.*

Who we are:

BC Human Resources Management Association (BC HRMA) is dedicated to advancing professional people practices. We provide relevant events and seminars for over 5,000 members and 3,000 affiliates working in all areas of human resources management.

Established in 1942, we are a founding member of the Canadian Council of Human Resources Associations (CCHRA) which links human resources associations across Canada and represents Canadian associations internationally.

BC HRMA is the exclusive certifying body in B.C. for the nationally recognized Certified Human Resources Professional (CHRP) designation.

Our Vision

To be widely recognized for leading an evolution in improving organizational outcomes.

Our Mission

We are a community dedicated to advancing professional people practices that enhance organizational performance.

DEADLINE FOR SUBMISSIONS:

Proposals will be accepted until 5:00pm on Friday, September 10th, 2010.

It is the general consensus from the program committee that we desire to have field experts in all sessions of the tracks being offered, with emphasis on a topic-specific presentation offered within each concurrent track. Rather than sending out a blanket RFP, we have chosen to seriously look at those who, like yourself, contact us and wish to voluntarily submit a proposal. The number of requests to present to this targeted audience is very high; therefore, a document with presenter/presentation guidelines has been created for you.

PLEASE READ THIS WHOLE DOCUMENT

Conference Theme

The overarching theme for this year is – ***Complexity Made Simple – People, Passion, Profit.*** Amidst the increasing speed and growing complexity of daily life, it's enticing to imagine a simpler way to manage ourselves, our relationships, and our organizations. Join us for a ground-breaking conference exploring the complementary relationship between complexity and simplicity.

Focal points for Conference 2011 are:

- (1) Business focus
- (2) Psychology
- (3) Connection

The conference title (Complexity Made Simple) links into Conference tagline (People, Passion, Profit) in this way:

- *People*: Complexity of interpersonal relationships; cross-function communication.
- *Passion*: Understanding our own and others' motivations and behaviors; core values and strengths.
- *Profit*: Connecting HR to the business; understanding the entire business.

We encourage presenters to be provocative and innovative, while remaining respectful and positive about the topic they are presenting. We hope that sessions will present useful ideas and information, but also allow people to come up with their own ideas, questions, and answers. We expect that the material will simulate responses and conversations during your session and beyond.

Conference Goal

Our goal is to continue to build on the success of the past conferences. We will meet this goal by focusing on delivering a total conference experience. Delegates will hear top quality plenary presentations and participate in interactive and engaging breakout sessions while gaining their CHRP credits. Our audience has come to expect the best as we are asking them to invest two days of their valuable time.

Education Tracks

The submission process is intended for the concurrent sessions only. All plenary sessions have been filled. Conference 2011 will offer four tracks, and breakout session proposals are limited to a minimum of one of the following areas:

- Skill Development
- Talent Management (encompassing Employment)
- HR and the Law
- Organizational Effectiveness (which includes Strategic Thought, International HR and Total Rewards)

Each of these tracks has a clearly thought out process that includes People, Passion and Profit.

Presentation times will be a standard **75 minutes each**. Preference will be given to submissions which utilize more interactive and unusual delivery formats.

Selection Process

The four conference tracks are chaired by a specialist in that particular discipline. The chairs have formed sub-committees of people with similar disciplines who will then decide on the 'hot' topics for their track. The individual committees will then suggest to the steering committee who they believe should be presenting.

BC HRMA's policy is that all inquiring presenters must have professional presentation skills. Referrals and recommendations must accompany the proposal from at least two credible sources and in addition, one/two committee members *or* people whom we trust must have heard the proposed presentation. Previously videoed presentations will also be accepted for review.

The committee's goal in programming conference is to create the best possible learning experience for attendees. Therefore sessions should highlight models and strategies that attendees can apply in their own organizations. The selection committee is particularly interested in proposals that engage conference attendees in unique ways that reach beyond the standard presenter/Power Point model. Please be creative in conceiving the format for your session.

Session reviewers will consider the following aspects of all proposals:

- Engaging and appropriate title
- Topic and content are relevant to industry needs and interests
- Description is clear and accurate reflection of the proposed content
- Learner outcomes are measureable and achievable
- Presenter (s) will provide new information, knowledge, or skills, or a unique application of known information, knowledge or skills
- Format is appropriate for the subject matter
- Program design is inclusive of the needs of adult learners and diversity of the BC HRMA community
- Presenter(s) appear knowledgeable and qualified to lead the session

Common Reasons for Non-Acceptance

Some of the common reasons for proposal non-acceptance include:

- The committee received a large number of strong proposals, not all of which could be accepted due to timing/space considerations.
- Multiple proposals with overlapping content were received.
- The topic has been presented recently and there was concern that interest may be low if the topic was repeated so soon.
- The facilities at that particular meeting site may not accommodate the technical needs of the presentation.
- The proposal has promise but needs to be re-worked to meet the needs of our attendees.
- The proposal is too narrowly focused or may not have wide appeal.
- The proposal does not appear to meet the goals of the conference.
- The proposal was not submitted according to the submission instructions.
- The proposal was vague or did not provide enough information about the content which would be presented.

- The session participants identified did not offer a balanced or unique perspective to the content for discussion.
- Session participants are speaking to topics outside of their area of expertise/knowledge.

Terms & Conditions

- Presenter(s) must agree to all Terms & Conditions for participation in BC HRMA's conference.
- Sending in a presentation does not necessarily mean you will be asked to present.
- All presentations must be relevant to the Canadian/British Columbian laws and regulations.
- We do request that 'canned' presentations be updated with fresh content that reflects our country, province and industry.
- It is expected that all presenters adhere to the policies, procedures and deadlines established by BC HRMA. This will help ensure that all information is posted and published in a timely manner for our attendees to view, and that all of your session needs are met.
- All speaker presentations (if being used) must be available for our conference attendees to download and print (if they wish) two weeks prior to the conference. For the benefit of our attendees, BC HRMA requires at least one document from each session be made available for posting on our website. For sessions with multiple presenters, a combined or individual document is acceptable.
- No handouts will be printed or distributed by BC HRMA for onsite use. However, exceptions will be made for activities (tests, case studies, games, forms etc.) which are to be completed during session time. Materials for onsite activities must be received a minimum of 2 weeks prior to conference.
- It is possible that we may be recording or webcasting some conference sessions. We may make those audio/video recordings, and/or edited transcriptions available to members and other HR professionals. All participants are required to provide BC HRMA with permission to record, edit, transcribe, archive, duplicate, distribute, reproduce and sell any written or visual material submitted in connection with and including the oral presentation, delivered at this program, in any and all media now existing or hereafter developed, throughout the world. All participants must grant this permission in order to be considered for participation in BC HRMA's educational offerings. Submitting a presentation indicates understanding and acceptance of this policy.
- Upon acceptance, presenter(s) must return the signed letter of agreement no later than December 17th, 2010.

Presentation Guidelines and Etiquette

BC HRMA events are non-commercial forums. Under no circumstances may a presenter promote a product, service or anything else representing monetary self-interest. Failure to comply will impact future consideration.

Each session is typically introduced by a sponsor who will use your personal biography and company information you provide. All sessions need to be complete, meaning that a presenter cannot present a partial session and then suggest the presenter would need to be contacted for the remaining information.

If you have written any books, we will be happy to have them brought in and sold through our onsite book store. Additional arrangements can be made if you have published your own material.

Speaker Benefits/Payments

Speakers at BC HRMA's annual conference enjoy many benefits. Not only do they gain exposure to an experienced and influential group of Human Resources and Business leaders, but speakers may increase their personal and professional visibility, which may lead to recognition, credibility and future speaking engagements.

Please note that voluntarily sending in a presentation will be considered as such and we thank you in advance for covering all of your expenses and speaking fees.

As a thank you for your time, speakers also receive a free 1-day registration on the same day as your scheduled presentation.

Speaker Evaluations

Should the presentation be used at conference, each presenter will be scored from 1 - 5 in an onsite electronic survey with the following questions:

- Is relevant to work environment
- Is valuable in increasing knowledge
- Concepts were communicated clearly
- Questions were encouraged
- Objectives for this topic were met

Presenter was:

- Knowledgeable about the subject
- Effective in teaching subject
- Engaged and provided an interactive session

Proposal Submission

With the above in mind, please submit your proposal at your earliest convenience but before the **deadline of Friday, September 10th, 2010**.

All proposals **must** be submitted using our online survey which is found [here](#).

Accepted Proposals

- You will be contacted either before or by October 29th, 2010 regarding the status of your proposal. If you have not heard from us by this date – please contact Quinne Davey at qdavey@bchrma.org or by phone at 604-694-6943.
- After you have been notified if you are a successful candidate you will then be contacted by Quinne Davey, Conference Speaker Manager, will then contact you to send you a formal contract outlining the speaking details.
- It is absolutely imperative that the information you send us in your proposal is the information, including title of the presentation, which will be presented at conference.

If you have any questions you may contact me at any time either by email at gdavey@bchrma.org or at the phone number below.

We thank you in advance.

Regards,

A handwritten signature in black ink that reads "Quinne Davey". The signature is written in a cursive, flowing style.

Quinne Davey
Business Development Project Manager & Conference Speaker Manager
BC Human Resources Management Association
604-694-6934