



Southern Nevada Human Resource Association Speaker Proposal Form

Through continuing education, HR professionals are able to enhance skills and knowledge attained through prior education and practical on-the-job experience which keeps them on the cutting edge of new trends, policies and practices. A major goal of SNHRA is to create a rich and diverse slate of educational programs for HR professionals throughout the Las Vegas Valley.

The purpose of this form is to gather standardized information from all potential presenters and speakers. You must complete this form if you wish to present a chapter presentation, workshop, seminar, or participate as a speaker in a special event or conference. SNHRA is particularly interested in educational programs that meet the curriculum and presentation standards for HRCI credits. HRCI credit is needed for recertification of PHR and SPHR designees.

To be considered as a speaker for any format, you must complete this Speaker Proposal Form and the Marketing Copy Submission Form and return them with a professional biography that outlines your expertise to:

SNHRA ATTN: John Futrell

P.O. Box 80625

Las Vegas NV 89180-0625

Phone (702) 889-2657; Fax (702) 946-6409 Attn: Programs and Meetings Department.

Please photocopy this form if you wish to submit more than one presentation proposal.

Name: _____

Title: _____

Company: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Are you currently a SNHRA member? YES NO

Are you a member of: SHRM Other HR-related Association(s):

Title of proposed presentation:

Five reasons HR professionals should attend this presentation:

1. _____

2. _____

3. _____

4. _____

5. _____

What are the learning objectives of this presentation? Include any items, tools or techniques that participants can apply to their job, i.e. "By the end of this session, the attendee will be able to...":

1.

2.

3.

4.

Level of program – check all that apply (programs geared to specific levels are strongly preferred):

- Level 1: Non-Exempt HR
- Level 2: Basic Exempt HR (1-5 years experience)
- Level 3: Intermediate (5-10 years experience, Manager/Sr. Generalist)
- Level 4: Senior (10-15 years experience, Sr. Manager/Director)
- Level 5: Executive (15+ years experience, Director/VP)
- Level 6: All levels

Length of program – check only one per proposal:

- 60-75 minutes (District presentations, concurrent sessions)
 - 2 ½ - 3 hour workshop/seminar presentation
 - 6-7 hour full-day workshop/seminar presentation
- Speaker qualifications – what makes you qualified to present on this topic?

Sample presentation handouts included with proposal (strongly preferred, but not required for consideration)?

- Yes, handouts are included with this proposal
- No, handouts are not included with this proposal

Marketing Copy Submission Form: Please complete the attached copy submission form. If you are selected to present for SNHRA, this copy will be used for promotion of the presentation in our eNewsletter Resources, on our web site and flyers.

Speaker Biography: A 35-40 word biography is part of the Marketing Copy Submission Form and is required for consideration of your proposal. If you are selected to present for SNHRA, you will be asked to submit a full-page biography at that time.

Professional References: Please include a list of professional references. HR practitioners who have observed you presenting or consulting on this topic are preferred.

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** Special thanks to NCHRA for the use of all or parts of this form.*

Presentation Marketing Copy Submission Form

Speaker Name: _____

Title: _____

Company: _____

Presentation Title:

Main Copy (50-75 words or less)

#1 Compelling statement including astounding statistics, current trends, or state the problem using statistics of current trends if possible.

#2 General statement. (How does the problem effect potential attendee's career or life?)

#3 Compelling statements that tell the attendees how #2 will be accomplished and how you plan to help them solve or overcome the problem. (e.g. By attending this event, HR Professionals will be able to....)

(action verb) _____

(action verb) _____

(action verb) _____

#4 Closing sentence that persuades them to attend. (Why they should attend.)

