Interested in presenting a session at the 2022 WI SHRM State Conference? Submit all proposals online here by February 18, 2022.

To assist in preparing your proposal, please review the below submission guidelines for the Conference & Exposition.

We expect that you will receive notification of the status of your proposal on or around April 15, with final notification by May 1. Please do not contact WI SHRM before the end of April since the speaker committee reviews will not be concluded before then.

Thank you, and good luck with your submission(s).

CONFERENCE DATES:

2022 WI SHRM State Conference & Exposition
October 12, 13, 14, 2022

GUIDELINES:

1.   Please adhere to the word limit for each field in the submission form.

2.   We recommend that you save the text of your abstract, learning objectives, and methodology in a word processing file. If there is a problem in receiving your submission, you will have the text to copy and paste again (so you will not have to rewrite your proposal).

YOU ARE INVITED TO SHARE YOUR EXPERTISE
OVERALL CONFERENCE PROGRAMMING

October 12	Pre-Conference Workshops
October 13-14	Conference
October 12-13	Exhibit Hall

Submit Your Proposal Directly Online at:

https://www.cvent.com/c/abstracts/9ab41836-19ed-4ec1-9256-658b0615837c

Deadline for Online Submission: February 18, 2022 at 5:00 pm CST.

Now seeking proposals from dynamic speakers. Take your place among HR industry experts to make a valuable contribution to the profession's field of knowledge. Proposals may include:

- Emerging workplace trends – learning & development, strategic advisement, employee engagement, and leadership
- Case studies/best practices from companies and government agencies
- Innovative and transformative HR strategies
- Real-world case studies, metrics, and demonstrated best practices

Time options include 75-minute standard sessions, 60-minute early bird sessions, and 3 ½-hour pre-conference workshops. Each presenter is responsible for adhering to the respective timeline that must be followed.

With uncertainty surrounding the pandemic, and the desire to provide a safe environment for attendees and guests, we are expecting the 2022 WI SHRM State Conference to follow a hybrid model.Sessions will be offered in person, and attendees have the choice to attend virtually or in-person.

If you are selected to present in person, your session will be broadcast live to virtual attendees. Given the possible need for continued social distancing, please note that there are a limited number of speaker slots available for in person presentations.

Speakers (not including co-presenters) receive a complimentary registration for general sessions and the exhibit hall. Preconference workshops are not included. We DO NOT offer a speaker honorarium nor cover transportation costs. If you are anticipating asking for this upon selection, please do not bother filling out an submission.

ABOUT WI SHRM

The Wisconsin Council represents human resource professionals in the State of Wisconsin and is supported through the national Society for Human Resource Management (SHRM), a nonprofit professional association founded in 1948. The State Council provides a communication link between the chapters and national, and is a forum for the exchange of ideas and information concerning chapter administration and the HR profession.

SHRM is divided into seven regions across the country. The Wisconsin Council SHRM is part of the North Central Region. The North Central Region is made up of the following states: Wisconsin, Illinois, Minnesota, Iowa, North Dakota, South Dakota, Michigan, Indiana, Ohio, and Nebraska.

TARGET AUDIENCE

Most of the conference participants are full-time human resource managers, directors, vice presidents, specialists, organizational development & training practitioners, recruitment & staffing specialists, consultants, and HR students from around the state. The audience ranges from HR college and university students to entry-level practitioners to the most highly advanced vice presidents/executive level individuals in the HR profession.We anticipate over 1,300 participants to attend from across Wisconsin.

TRACKS FOR THE OVERALL CONFERENCE PROGRAMMING

Programs are arranged based on HR practice area and learning levels.The practice areas are the following: Business Acumen & HR Strategy, Employment Law & Legislation, Global HR, HR Manufacturing, HR Technology, Personal and Leadership Development, Talent Acquisition and Retention and Total Rewards.

The learning levels are "Early Career," "Mid-Level," or "Executive Level.

An "Early Level" HR professional is characterized in the following way:

- Is a specialist in a specific support function, or is a generalist with limited experience
- Holds a formal title such as, but not limited to, HR assistant, junior recruiter, or benefits clerk

A "Mid-Level" HR professional is characterized in the following way:
- Is a generalist, or is a senior specialist
- Manages projects or program
- Holds a formal title such as, but not limited to, HR manager, generalist, or senior specialist

An "Executive Level" HR professional is characterized in the following way:
- Typically is one of the most senior leaders in HR
- Holds the top HR job in the organization or VP role

Proposals should designate which Track(s) and learning level the program fits.

Preference will be granted for sessions which meet the SHRM Body of Competency and Knowledge (SHRM BoCK).

To learn more about the general parameters for the SHRM BoCk click here.
It includes such topics for continuing education as:
- **Leadership & Navigation** (e.g. leadership development, change management, project management, high-impact succession management)
- **Ethical Practice** (e.g., business ethics, professionalism, credibility, trust building)
- **Business Acumen** (e.g., marketing workshops, finance for non-finance managers, accounting & finance for HR professionals)
- **Relationship Management** (e.g., advocacy, negotiation & conflict management, employee engagement, customer service)
- **Consultation** (e.g. coaching, creativity and innovation, talent management)
- **Critical Evaluation** (e.g., Knowledge management
- **Global & Cultural Effectiveness** (e.g., diversity & inclusion, openness to experience, adaptability, global initiatives, corporate culture)
- **Communication** (e.g., social technology & social media, facilitation skills, C-suite communication, upper level business writing)
- **Human Resource Expertise** (e.g., risk management, HR technology, HR metrics, total rewards)

*Proposals submitted to sell a product are not acceptable.

SELECTION CRITERIA
The selection process follows a rigorous review of every proposal submitted. The Program Selection Committee strives for a diverse and well-balanced conference. For the 2022 Conference a special effort will be made to include speakers of both General and Advanced leadership roles in the HR community, as well those that specifically perform the HR function, programs that offer solutions that can be implemented by the practitioner, and topics that touch on diverse workplace issues.

INSTRUCTIONS FOR COMPLETING A PROPOSAL
Each proposal will be reviewed carefully for:
- Completeness, accuracy, and clarity of the proposal

- Well-defined, realistic learning objectives that can be met in the time allotted
- Clear, specific, and informative content and linkage of content to learning objectives
- Content that is current and practical or cutting-edge
- Presenters with expertise in the topic area and prior speaking experience in front of large groups

We reserve the right to not accept Incomplete or late proposals.

Proposals must include all requested information and must be submitted directly HERE.

REGISTRATION
As a nonprofit educational association, WI SHRM does **not** provide honoraria for presentations at the Conference & Exposition. Presenters should cover all of their individual travel and hotel expenses if selected to present in-person. One speaker per concurrent session and pre-conference workshop is provided with a full complimentary registration.

SHRM POLICY ON EDUCATIONAL PROGRAMMING
WI SHRM programs are noncommercial. Individuals should refrain from using brand names and endorsing specific products. Session topics should not be related to a specific product or service the presenter endorses. **Under no circumstances should a WI SHRM podium be used as a place for direct promotion of a speaker's product, service, or monetary self-interest.** Presenters also must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

WI SHRM is committed to ensuring that the number of culturally diverse presenters will continue to increase in 2022

REVIEW AND NOTIFICATION INFORMATION
The Program Selection Committee encourages proposals from different companies and organizations representing diverse points of view. The committee requests that no more than two proposals be submitted per company.

The Program Selection Committee will evaluate proposals submitted based solely on the information provided and will make final selections accordingly.

SPEAKER PRESENTATION GUIDELINES
The WI SHRM State Conference is a green conference. If selected to present, you must meet the following guidelines:
- Presentation Slides: Submit an electronic copy of your presentation no later than August 15, 2022. We will not provide physical copies of presentation slides at the conference. You will have the opportunity to provide updated slides for presentation by October 10, 2022
- AV Equipment: A lavaliere microphone, projector and screen will be provided in every room. Laptops or additional AV equipment must be requested by the speaker by September 1, 2022.
- Room Setup: The learning session rooms will be set up to ensure safety and social distancing. We will not rearrange the room setup for speakers.

ONLINE SUBMISSION REQUIREMENTS
To assist you in your preparation, what follows is the information you will find on the online submission form. Prepare your information before visiting the online submission site, and keep a copy of your submission for your records.

The online submission form requires the following information:

- PRESENTATION TITLE: Limit to 30 characters. Do <u>not</u> use all capitals, abbreviations, acronyms, or trademarks.

- SELECT FORMAT: Make selection in drop down box
  - Wed 3 ½ hour pre-conference workshop or executive session
  - Thursday or Friday 60-minute early bird learning session, (usually 6:15 to 7:15 or 6:30 to 7:30 am)
  - Thursday or Friday 75-minute concurrent learning session

- SELECT TRACK FOR WORKSHOP OR CONCURRENT SESSION: Drop-down box listing tracks; select no more than two.
  - Options should be Business Acumen & HR Strategy, Employment Law & Legislation, Global HR, HR Manufacturing, HR Technology, Personal and Leadership Development, Talent Acquisition and Retention, and Total Rewards.

- SELECT COMPETENCY LEVEL: Drop-down box listing competencies; select no more than two.
  - Business Acumen, Communication, Consultation, Critical Evaluation, Ethical Practice, Global and Cultural Effectiveness, Human Resource Expertise, Leadership and Navigation, and Relationship Management.

- SELECT ABILITY LEVEL: Drop-down box, select one.
  - Entry Level, Mid Level, Executive Level

- CREDITS (SHRM PDC credits): Check Box: Does this session qualify for business credit? (reprint or link to section on page three of this document).

  - If this presentation has been approved at another conference, please provide the conference name and SHRM PDC number.

- PROGRAM OVERVIEW: Insert a 100-word description focused on the benefits to attendees. It is crucial that your description appropriately describes the content of your presentation to avoid any confusion for participants. Write as you would have it appear in the conference program book, in third person present tense.

- LEARNING OBJECTIVES: Write three learning objectives. A learning objective describes what the participant will learn or be able to do at the end of the session.

We will need the Presenters Details in addition to the Primary Contact (if not speaker themselves).If you have additional speakers attending, please ensure you add their information as well.

Is at least 50% of your job duties a direct function of human resources?
My company has been an exhibitor at the conference within the past three years?
My company will be exhibiting at the 2022 conference?
My company has been a sponsor for the conference within the past three years?
My company will be sponsoring the 2022 conference?
I have been a presenter for the conference within the past three years?
Will you have a book you are promoting and will be made available to sell?

If you would like to consider exhibiting or sponsoring, please visit our [website](#) after March.