

Wisconsin SHRM 2004 State Conference Request for Proposals

State SHRM Conference – Appleton, WI – October 6-8, 2004

**Deadline for Submitting Presentation Proposals for 2004 Wisconsin State SHRM Conference:
March 15, 2004.**

Interested in presenting a session at SHRM's 2004 State Conference? To assist you in preparing your proposal, we have posted submission guidelines for the Conference & Exposition. Print a copy of the guidelines and use the information to prepare your submissions. The guidelines contain the information required on the electronic submission form.

When you have completed your proposal, click on the bar below, "To Submit Your Proposal Click Here," and enter your information. All proposals must be submitted online at the Speaker's Corner—Response to State Conference RFP by March 15, 2004.

In March, you will receive an e-mail letter notifying you of the status of your proposal. Please do not contact SHRM before the end of March since the speaker committee reviews will not be concluded before then.

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

GUIDELINES:

2004 State SHRM Conference & Exposition
October 6-8, 2004
Appleton, WI

NOTE:

1. Please adhere to the word limit for each field in the submission form.
2. If you DO NOT receive a confirmation notice within minutes after you submit your proposal, hit the "Back" button, and hit "Submit" again until you receive a confirmation.
3. 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, which you can copy and paste again so you will not have to rewrite your proposal.

CALL FOR PRESENTATIONS

YOU ARE INVITED TO SHARE YOUR EXPERTISE

OVERALL CONFERENCE PROGRAMMING

October 6	Pre-Conference Workshops
October 6-8	Conference
October 6-7	Exposition Hall
October 8	Post-Conference Event

Submit Your Proposal Directly Online at
www.wishrm.org

Deadline for Online Submission: March 15,
2004

Take your place among our profession's experts. By sharing your experiences you make a valuable contribution to the profession's field of knowledge. The Program Selection Committee is seeking proposals that reflect:

- Leading-edge information as it relates to the field of human resources
- Emerging trends in the workplace learning and performance field
- Case studies/best practices from companies and government agencies
- Strategies for improvement; innovative approaches
- Demonstration of measurable impact and results

The Call for Presentations focuses on three areas – the Overall Conference Programming featuring a wide breadth of subjects and the Pre & Post Conference workshops.

ABOUT WISCONSIN STATE 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 non-profit 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

A majority of the conference participants are full-time human resource managers, directors, vice presidents, specialists, OD & training practitioners, recruitment & staffing specialists, consultants, and HR students from around the state. The audience ranges from entry level practitioners to most highly advanced individuals in the HR profession. The 2003 State Conference attracted over 700 participants from across Wisconsin.

TRACKS FOR THE OVERALL CONFERENCE PROGRAMMING

1. Selection & Recruitment
2. Retention/Leadership Development/Training
3. Compensation & Benefits
4. Innovations in the HR Function
5. Earning a Seat at the Table
6. Pre-conference Workshop
7. Post Conference Workshop/Event

SELECTION CRITERIA

The selection process follows a rigorous review of every proposal submitted. The Program Advisory Committee strives for a diverse and well-balanced conference. For the 2004 Conference a special effort will be made to include:

- HR practitioners
- Programming geared to experienced practitioners
- Programs that can be implemented when a participant returns back to work

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 topic area and prior speaking experience in front of large groups

Proposals must include all requested information and must be submitted directly online at the Wisconsin SHRM web site: www.wishrm.org.

CONFERENCE SCHEDULE

To achieve a balanced conference program, SHRM will determine the days and times that presentations are given. Pre-conference workshops will be scheduled on October 6. Concurrent sessions may be scheduled on October 7 or 8. Post conference will be on October 8.

REGISTRATION

As a nonprofit educational association, SHRM does not provide honoraria for presentations at the State Conference and Exposition. Presenters should cover all of their individual travel expenses. One speaker per concurrent session and pre-conference workshop is provided with a full complimentary registration.

SHRM POLICY ON EDUCATIONAL PROGRAMMING

SHRM programs are noncommercial. Individuals should refrain from using brand names and endorsing specific products. Under no circumstances should a society 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.

SHRM is committed to ensuring that the number of culturally diverse presenters will continue to increase in 2004.

REVIEW AND NOTIFICATION INFORMATION

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

SHRM will notify all proposal submitters by middle of March 2004 via e-mail letter. Please do not call SHRM regarding acceptance or rejection of your proposal, unless you have not been notified by the end of March.

The Program Selection Committee encourages proposals from different companies and organizations representing diverse points of view. The committee requests companies to submit their best proposals and to limit the number of proposals they submit to two.

To assist you in your preparation, what follows is the information you will find on the online submission form.

SHRM 2004 STATE CONFERENCE *SAMPLE* 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:

FIRST NAME _____

LAST NAME _____

CERTIFICATION _____

TITLE _____

ORGANIZATION _____

STREET ADDRESS _____

CITY _____

STATE _____

ZIP/POSTAL CODE _____

PHONE _____

FAX _____

E-MAIL _____

URL _____

BIOGRAPHY
(2000 CHARACTERS)

REFERENCE INFORMATION _____

REFERENCE FIRST NAME _____

REFERENCE LAST NAME _____

REFERENCE TITLE _____

REFERENCE ORGANIZATION _____

REFERENCE PHONE _____

REFERENCE E-MAIL _____

PRESENTATION TITLE: Limit to 10 words. Do not use all capitals, abbreviations, acronyms, or trademarks.

SELECT FORMAT: Drop-down box: select either _ day pre-conference workshop or 1 _ hr. concurrent session.

SELECT TRACK FOR WORKSHOP OR CONCURRENT SESSION: Drop-down box listing tracks; select one.

SELECT ABILITY LEVEL: Drop-down box, select one. 101 indicates basic level, no prior experience required, general interest; 201 indicates prior knowledge & experience required; 505 indicates senior practitioners with considerable experience required.

ABSTRACT: Insert a 100 to 150 word description focused on the benefits to attendees. 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.

METHODOLOGY: Explain how you will conduct the presentation. You are challenged to be informative, creative and interactive. Provide enough detail that reviewers can clearly visualize your presentation. (2000 characters)

AUDIOVISUAL: Indicate what audio-visual support or other instructional materials your session requires. SHRM will make every effort to accommodate any reasonable request.

Click REVIEW to review your proposal if you are the sole presenter.

Click CO-PRESENTER to add a co-presenter.

CO-PRESENTER _____

FIRST NAME _____

LAST NAME _____

CERTIFICATION _____

TITLE _____

ORGANIZATION _____

STREET ADDRESS _____

CITY _____

STATE _____

ZIP/POSTAL CODE _____

PHONE _____

FAX _____

E-MAIL _____

URL _____

CO-PRESENTER BIO

Click [ADDITIONAL CO-PRESENTER](#) to submit a third presenter

Click [REVIEW](#) to review your proposal

Click [SUBMIT](#) to submit proposal