WI SHRM
2013 WISCONSIN STATE CONFERENCE • LA CROSSE

"Navigating the HR waters"

Request for Proposals

Interested in presenting a session at Wisconsin State SHRM's 2013 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 February 22, 2013.

By the end of May, you will receive notification of the status of your proposal. Please do not contact Wisconsin State SHRM before the end of May since the speaker committee reviews will not be concluded before then.

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

GUIDELINES:

2013 Wisconsin State SHRM Conference & Exposition
October 9-11, 2013
La Crosse Center, La Crosse WI
Deadline for Submitting Presentation Proposals for 2013 Wisconsin SHRM Conference: February 22, 2013.

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 to copy and paste again (so you will not have to rewrite your proposal).

4. We would appreciate receiving a copy of a recent PowerPoint and/or handout created for this presentation or a recent presentation you have done.

Wisconsin State SHRM
2013 State Conference (27th Annual Conference)
La Crosse Center, La Crosse WI
October 9-11, 2013

Request for Proposals

CALL FOR PRESENTATIONS

YOU ARE INVITED TO SHARE YOUR EXPERTISE

OVERALL CONFERENCE PROGRAMMING

October 9   Pre-Conference Workshops
October 10-11   Conference
October 9-10 Exhibit Hall

Submit Your Proposal Directly Online at
www.wishrm.org

Deadline for Online Submission:
February 22, 2013

Take your place among our HR 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 from dynamic, interesting speakers which 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 and innovative approaches
- Demonstration of measurable impact and results metrics

The Call for Presentations focuses on three areas: the overall conference, featuring a wide breadth of subjects (75-minute sessions and 60-minute early bird sessions), pre-conference workshops (3½ - hour sessions), and a ½ day senior level HR track.

Each presenter is responsible for adhering to the respective timeline that must be followed.

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, 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 700 participants to attend from across Wisconsin.

TRACKS FOR THE OVERALL CONFERENCE PROGRAMMING

Programs are arranged to track major HR practice areas: Recruitment/Selection/Retention, Employee Benefits, Compensation-Rewards, Wellness, HR Technology, Legal, Certification, Social Media, HR as a Business Partner, Leadership, Diversity, HR Future and Strategy, and The HR Executive.

Proposals should designate which Track(s) the program fits, and also whether the presentation is at the "general," "intermediate," or "advanced" level.

Preference will be granted for sessions, which meet the Human Resource Certification Institute's (HRCI's) guidelines for strategic management. Some general parameters provided on the HRCI website (http://www.hrci.org/certification/bok/nbok/) include such topics for continuing education as:

- Finance for Non-financial Managers
- Accounting & Finance for HR Professionals
- Building Corporate Culture
- Change Management
- Business Ethics
- HR Metrics/Human Capital Measurement (How to Measure ROI)
- Industry-Related Trends in the Workplace
- Upper Level Business Writing
- Leadership Development Seminars
- C-Suite Communications (e.g., Leadership, Change Management)
- Executive Coaching
- Marketing Workshops (e.g., Fundamentals, Market Trends)

- Information Management Systems (e.g., HRMS, HRIS Trends)
- High-Impact Succession Management
- Leadership Imperative: Strategies for Building Leadership Bench Strength
- Strategies for Building a High-Performance Workforce

Preference will also be given to proposals that are for something other than a lecture format.

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 2013 Conference a special effort will be made to include speakers of both General and Advanced leadership roles in the HR community, 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

Incomplete or late proposals will not be considered.

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, WISCONSIN STATE SHRM will determine the days and times that presentations are given. Pre-conference workshops will be scheduled on October 9th. Concurrent sessions may be scheduled on October 10th or 11th.

REGISTRATION
As a nonprofit educational association, WISCONSIN STATE 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, including lunch and attendee events. In addition, one night's lodging *may* be provided, depending on the speaking schedule, presenter logistics, and availability.

SHRM POLICY ON EDUCATIONAL PROGRAMMING
Wisconsin State 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 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.

Wisconsin State SHRM is committed to ensuring that the number of culturally diverse presenters will continue to increase in 2013.

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

Wisconsin State SHRM will notify all proposal submitters by the end of May 2013. Please do not call Wisconsin State SHRM regarding acceptance or rejection of your proposal, unless you have not been notified by the end of May.

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.

SPEAKER REQUIREMENTS
If you are selected to present at the Wisconsin State SHRM conference, you will be required to meet the following timelines:

-Submit an electronic copy of your presentation by August 1, 2013. We will not be providing copies of the handouts at the conference so it is very important that your handout be provided electronically for us to post for attendees.

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

Wisconsin State SHRM
2013 State Conference (27th Annual Conference)
La Crosse Center, La Crosse WI
October 9-11, 2013
"Navigating the HR Waters!"

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:

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

HRCI CREDITS: Drop-Down Box: Does this session qualify for HRCI 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 HRCI number.

STRATEGIC MANAGEMENT (HRCI credits): Drop-Down Box: Does this session qualify for strategic management 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 HRCI number.

SELECT FORMAT: Drop-down box: select either ½ day pre-conference workshop, 75 minute concurrent learning session, 60 minute early bird learning session, or ½ day executive 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; 202 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. It is crucial that your description appropriately describes the content of your presentation to avoid any confusion for participants.

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)

FIRSTNAME_____

LAST

NAME_____

CERTIFICATION_____

TITLE_____

ORGANIZATION_____

STREET ADDRESS_____

CITY_____

STATE_____

ZIP/POSTAL CODE_____

PHONE_____ Alternate _____

FAX_____

E-MAIL_____ Alternate: _____

URL_____

My company has been an exhibitor at the conference within the past three years
□ Yes □ No
My company will be exhibiting at the 2013 conference □ Yes □ No
My company has been a sponsor for the conference within the past three years
□ Yes □ No
My company will be sponsoring the 2013 conference □ Yes □ No
I have been a presenter for the conference within the past three years □ Yes □ No
If you would like to consider exhibiting or sponsoring, please visit the website www.wishrm.org
(Exhibit & Sponsorship information will be available on the website in March 2013)

PLEASE SEND ALL CORRESPONDENCE REGARDING MY PRESENTATION TO MY
PRIMARY CONTACT: (Drop down box in case it's same as above)

NAME: _____

ADDRESS: _____

PHONE: _____   EMAIL:_____

BIOGRAPHY (this will be used to introduce you at the conference session)
(1500 CHARACTERS)

Please provide the venue and a contact person where you spoke most recently:

ORGANIZATION/CONFERENCE NAME

_____

CONTACT FIRST NAME_____

CONTACT LAST NAME_____

CONTACT TITLE_____

CONTACT ORGANIZATION_____

CONTACT PHONE_____

CONTACT E-MAIL_____

DATE OF THIS PRESENTATION_____

AUDIOVISUAL: The learning session rooms will include an LCD projector, screen, and lavaliere microphone. Indicate what additional audio-visual support or other instructional materials your session requires. SHRM will make every effort to accommodate any reasonable request. **NOTE: Laptops are not provided**; you must bring your own laptop with your presentation loaded.

ROOM SETUP: The learning session rooms will be set up theater style to provide for maximum seating capacity. We will not rearrange the room setup for speakers.

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

Click CO-PRESENTER to add a co-presenter.

ATTACHMENT: Please attach a PowerPoint or other handout you recently provided an audience for a presentation.

CO-PRESENTER_____

FIRST NAME_____

LAST NAME_____

CERTIFICATION_____

TITLE_____

ORGANIZATION_____

STREET ADDRESS_____

CITY_____

STATE_____ _____

ZIP/POSTAL CODE_____

PHONE_____ Alternate #_____

FAX_____

E-MAIL_____Alternate_____

URL_____

CO-PRESENTER BIO

Please provide the venue and a contact person where you spoke most recently:

ORGANIZATION/CONFERENCE NAME

_____

CONTACT FIRST NAME_____

CONTACT LAST NAME_____

CONTACT TITLE_____

CONTACT ORGANIZATION_____

CONTACT PHONE_____

CONTACT E-MAIL_____

DATE OF THIS PRESENTATION_____

Click ADDITIONAL CO-PRESENTER to submit a third presenter

Click REVIEW to review your proposal

Click SUBMIT to submit proposal