Now seeking proposals from dynamic speakers to present a session at the 2024 WI SHRM State Conference! 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

Submit all proposals online [here](#) by February 23, 2024.

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 3. 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: October 9/10/11, 2024
- October 9: Pre-Conference Workshops
- October 10-11: Conference & Exhibit Hall (If you would like to consider exhibiting or sponsoring, please visit our [website](#) after March.)

GUIDELINES:
- Please **adhere to the word limit** for each field in the submission form.
- **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).
- 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. Sessions will be offered in person, and attendees have the choice to attend virtually or in-person. Session speakers must present in-person.
- The Program Selection Committee encourages proposals from different companies and organizations representing diverse points of view. As such, the committee requests that **no more than two proposals be submitted per company.**
- 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 fill out a 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 1,400 participants to attend from across Wisconsin.

TRACKS FOR THE CONFERENCE PROGRAMMING

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

Preference will be granted for sessions which meet the SHRM Body of Applied Skills and Knowledge (BASK).

To learn more about the general parameters for the SHRM BASK click here and click on Prepare link in the ribbon menu and select SHRM BASK. It includes such topics for continuing education as:

- **Leadership & Navigation** (e.g., leadership development; change and people management techniques; high-impact succession management)
- **Ethical Practice** (e.g., ethical business principles, practices, and policies)
- **Diversity, Equity & Inclusion** (e.g., inclusive workplaces; dynamic workforces; equity; benefits and programs)
- **Relationship Management** (e.g., conflict resolution strategies; trust-building techniques; negotiation tactics and strategies; advocacy)
- **Communication** (e.g., communication techniques and media)
- **Global Mindset** (e.g., cultural norms, values and dimensions; best practices for managing globally diverse workforces)
- **Business Acumen** (e.g., business intelligence techniques and tools; accounting and finance for HR professionals)
- **Consultation** (e.g., organizational change management theories, models, and processes; consulting techniques; client interactions)
- **Analytical Aptitude** (e.g., data analysis techniques and methods, business cases and interpretations)

*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 2024 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 reject incomplete or late proposals.

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 2024.

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: An initial electronic copy of your presentation slides is due no later than August 16, 2024. We will not provide physical copies of presentation slides at the conference. If adjustments are needed to your slides after submitting, you will have the opportunity to provide updated slides for presentation by October 4, 2024.
- Presentation Handouts: If you would like your presentation slides or any other materials to be available to conference attendees in electronic format, you will be required to submit them by August 16, 2024.
- AV Equipment: A lavaliere microphone, projector, and screen will be provided in every room. Personal laptops may not be used unless requested and approved prior to the conference. Laptops or additional AV equipment must be requested by the speaker by August 16, 2024.
- Room Setup: The learning session rooms will be set up to ensure safety and an enjoyable environment. 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:

- PRIMARY CONTACT INFORMATION: This will be the person primarily responsible for all pre-event coordination.
- REFERENCE INFORMATION: Please provide the venue and the contact person where you spoke most recently.
- PRESENTER INFORMATION & BIOGRAPHY: maximum of 50 words
- QUESTIONS (Yes/No)
    - Have you had a HR, Leadership, or Management related book published in the last 10 years?
    - Will you have a book available to sell in October?
    - Would you be interested in a book signing? All book signings are coordinated with the SHRM Store.
    - My company has been an exhibitor at the conference within the past three years.
    - My company has been a sponsor at the conference within the past three years.
    - My company has been a presenter at the conference within the past three years.
- CO-PRESENTER INFORMATION: If there will be more than one presenter, be sure to list all additional names.
- PRESENTATION TITLE: Limit to 100 characters. Do not use all capitals, abbreviations, acronyms, or trademarks.
- SELECT FORMAT: Make selection in drop down box
    - Wednesday 3 ½ hour pre-conference 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 will be Business Acumen & HR Strategy, Employment Law &

Legislation, Global HR, HR Manufacturing, HR Technology, Personal and Leadership Development, Talent Acquisition and Retention, Total Rewards, and Wellness & Safety

- SELECT COMPETENCY: Drop-down box listing competencies; select no more than two. Options will be Business Acumen, Communication, Consultation, Critical Evaluation, Ethical Practice, Global and Cultural Effectiveness, Human Resource Expertise, Leadership and Navigation, and Relationship Management.
- 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.
- CREDITS (SHRM PDC credits): Check Box: Does this session qualify for business credit? If this presentation has been approved at another conference, please provide the conference name and SHRM PDC number.
- AV EQUIPMENT REQUESTS: Standard equipment will be provided for all speakers. If additional equipment is needed, it can be requested here.
- ACKNOWLEDGEMENT OF SPEAKER TERMS