



BC Human Resources Management Association Conference & Tradeshow Speaker Proposal Guidelines

Thank you for your interest in presenting at our upcoming 53rd annual conference and tradeshow being held at the beautiful **Vancouver Convention Center, on Tuesday, April 27th & Wednesday, April 28th, 2015.**

Conference Theme: TBC

Who we are:

BC Human Resources Management Association (BC HRMA) is dedicated to advancing professional people practices. We provide relevant events and seminars for over 5,500 members and 3,000 affiliates working in all areas of human resources management in British Columbia and the Yukon.

Established in 1942, we are a founding member of the Canadian Council of Human Resources Associations (CCHRA) which links human resources associations across Canada and represents Canadian associations internationally.

BC HRMA is the exclusive certifying body in B.C. for the nationally recognized Certified Human Resources Professional (CHRP) designation.

Our Vision

To be widely recognized for leading an evolution in improving organizational outcomes.

Our Mission

We are a community dedicated to advancing professional people practices that enhance organizational performance.

DEADLINE FOR SUBMISSIONS:

Online proposals will be accepted until 9:00am PST on Tuesday, July 1st, 2014

**PLEASE READ THIS WHOLE DOCUMENT
BEFORE COMPLETING THE ONLINE SPEAKER PROPOSAL FORM**

In order to better prepare your speaker proposal submission please find the following background information regarding our conference and attendees.

Attendee Demographics & Statistics:

- The BC HRMA Conference draws on average about 1,100 attendees
- 78% are women with an average age of 42 years
- 60% of delegates hold their CHRP designation
- 59% are from the Lower Mainland while 11% are from the Island, 8% are from the Fraser Valley and 10% are from the Interior
- 33% of professional members are employed in an organization with more than 1000 employees, 20% with 101-300 employees, 12% with 501-1000 employees and 11% with 301-500 employees
- 89% are employed full time
- 80% are employed in the HR industry and have been in the industry for an average of 12 years
- 16% are in the business services industry, 10% are in manufacturing, 8% in health and 36% in other industries

Session Length:

Sessions which can be either 60 or 90 minutes in duration including a scheduled 5 minute time of reflection and planning at the end of each session. For sessions with just one presenter we suggest a 60 minute presentation. For panel presentations or interactive group workshops we recommend a 90 minute session.

Session Topics/Categories:

The committee is looking for a variety of presentation topics which would fit into one of the following topic areas:

1. **Business Management & Strategy:** planning and implementing strategies, business acumen, strategic contribution, project management, governance, HRIM, etc.
2. **Organizational Effectiveness:** performance management, organizational design and development, employee involvement strategies, health and safety, etc.
3. **Leadership & Personal Development:** personal and professional skills, client relationships, professionalism, training and career management, etc.
4. **Talent Management:** succession planning, compensation & benefits, staffing, recruitment & selection, outplacement, deployment, etc.
5. **Employment Law & Legislation:** conflict resolution, labour relations and collective bargaining, new legal requirements, etc.

Session Format:

The committee's goal in programming conference is to create the best possible learning experience for attendees. Therefore sessions should aim **to provide tools and specific strategies that attendees can apply in their own organizations**. The selection committee is particularly interested in sessions that engage conference attendees in unique ways that reach beyond the standard presenter/Power Point model.

We encourage presenters to be provocative and innovative, while remaining respectful and positive about the topic they are presenting. We hope that sessions will present useful ideas and information, but also allow people to come up with their own ideas, questions, and answers. We expect that the material will stimulate responses and conversations during your session and beyond.

Presentation Guidelines and Etiquette:

BC HRMA events are non-commercial forums. Under no circumstances may a presenter promote a product, publication, service or anything else representing monetary self-interest. Failure to comply will impact future consideration.

All sessions need to be complete, meaning that a presenter cannot present a partial session and then suggest the presenter would need to be contacted for the remaining information.

If you have written any books, we will be happy to have them brought in and sold through our onsite book store. Additional arrangements can be made if you have published your own material.

Proof of Performance:

It is desirable that all presenters have professional presentation experience and skills. On your application, please ensure to include demonstrated proof of performance with your proposal. Acceptable forms include;

- Video recordings of the proposed speaker presenting a session to an audience.
- One of our committee members/staff have heard you speak and recommends you as a potential presenter.
- References from another organization with whom you have presented to before.

Proposal Review & Selection Process:

All proposals will be reviewed by the specific topic track committee. Final selections will be made by the conference program organizers from those proposals accepted.

The conference committee will consider the following aspects of all proposals:

- Topic and content are relevant to industry needs and interests.
- Description is clear and accurate reflection of the proposed content.
- Learner outcomes are measurable and achievable.
- Presenter (s) will provide new topics, information, knowledge, or skills, or a unique application of known information, knowledge or skills.
- Format is appropriate for the subject matter.
- Program design is inclusive of the needs of adult learners and diversity of the BC HRMA community.
- Engaging and appropriate title – please do your best to create a title for your session that will grab people’s attention while at the same time speak to your subject matter.
- Presenter(s) are extremely knowledgeable in the subject area and are qualified to lead the session.
- Preference may be given to submissions that utilize more interactive and unconventional delivery formats.

Common Reasons for Non-Acceptance:

Some of the common reasons for proposal non-acceptance include:

- The committee received a large number of strong proposals, not all of which could be accepted due to timing/space considerations.
- Multiple proposals with overlapping content were received.
- The topic has been presented recently and there was concern that interest may be low if the topic was repeated so soon.
- Requested speaker fees do not fit within our programming budget.
- The facilities at that particular meeting site may not accommodate the technical needs of the presentation.
- The proposal has promise but needs to be re-worked to meet the needs of our attendees.
- The proposal does not appear to meet the goals of the conference.
- The proposal was not submitted according to the submission instructions.
- The proposal was vague or did not provide enough information about the content which would be presented.
- The presenters identified did not offer a balanced or unique perspective to the content for discussion.

Speaker Evaluations

Following each presentation, presenters will be evaluated using an onsite electronic survey consisting of the following questions:

- Relevant & delivered in a logical manner
- Addressed major points surrounding topic
- Time appropriate for delivery of content
- Met my expectations **
- Presenters demonstrated expertise
- Presenters' energy kept me engaged

**we expect that the description of your session along with information on what an attendee will learn from your session will be delivered as described.

Speaker Benefits

BC HRMA is confident that presenting conference breakout sessions serves as a platform for exposure to a wide group of HR practitioners. As such, BC HRMA seeks contributors who are willing to share their expertise without expectation of payment and in the spirit of networking, a purpose for which the association was founded. In addition to the exposure to an experienced and influential group of human resources and business leaders, speakers increase their personal and professional visibility which may lead to recognition, contribute to credibility and future speaking engagements.

Pre-approved expenses will be covered by BC HRMA (travel, hotel, food allowance). Presenters will also receive a small honorarium or may choose to receive a complimentary 2 day pass to the conference (extra activities not included) as a measure of gratitude for their contributions.

Proposal Deadline

With the above in mind, please submit your proposal using our [online submission form](#), at your earliest convenience but before the deadline of **9:00am PST on Tuesday, July 1st, 2014**.

If you wish to view the online submission questions to prepare your material they can be viewed [here](#).

Accepted Proposals

- Notification on the status of a submission will be emailed on or before **Monday, October 13th, 2014**.
- If you are submitting a proposal on behalf of someone else, please check with them regarding receipt of the decision. If a proposal has been submitted for a panel presentation only the primary (first presenter) will be notified.
- If you have not heard from us by this date – please contact Quinne Davey at qdavey@bchrma.org or by phone at 604-694-6943.
- If you are successful in being selected we will reconfirm your intention to participate and then you will be sent a formal contract outlining the time/date details of your presentation at conference.

We thank you in advance for your interest in presenting at BC HRMA's 53rd Annual Conference & Tradeshow.

Regards,



Quinne Davey
Conference Speaker Manager
BC Human Resources Management Association
604-694-6943