

Annual Conference & Tradeshow Speaker Proposal Guidelines

Thank you for your interest in presenting at our upcoming 55th annual conference and tradeshow being held at the beautiful **Vancouver Convention Center, on Tuesday, May 1st and Wednesday, May 2nd, 2018.**

Welcome to the home of today's HR

Every day, the Chartered Professionals in Human Resources British Columbia & Yukon (CPHR BC & YK) propels the HR profession forward by supporting its members with education and advocacy.

Our history and our members.

Founded in 1942, CPHR BC & YK has grown to include more than 5,500 members encompassing CEOs, VPs, directors of HR, HR generalists, HR advisors, consultants, educators, students and small-business owners in BC and the Yukon.

CPHR BC & YK is the largest HR association in Western Canada, offers professional development and networking opportunities as well as resources for every stage of your career.

The national designation of the HR profession.

The association is the grantor of the Chartered Professionals in Human Resources (CPHR) designation in BC and the Yukon.

As a member of the CPHR Canada, CPHR BC & YK contributes to setting and upholding the national standards for the CPHR designation

Vision

Recognized as 'The Place' for Leading People Practices

Mission

Keep people first in the decisions of leaders

Mandate

Promote and enhance the profession and advance member value

DEADLINE FOR SUBMISSIONS:

Online proposals will be accepted until 9:00am PST on Monday, July 31st, 2017

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 CPHR BC & YK Conference draws on average about 1,100 attendees
- 78% are women with an average age of 42 years
- 60% of delegates hold their CPHR 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 can be either 60 or 90 minutes in duration including time for introduction of the speakers and thank you at the end. 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:

CPHR BC & YK 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:

Our conference committee is tasked with selecting breakout sessions that they feel speak to popular HR issues that our members want to learn more about. Along with reviewing unsolicited speaker proposals that are submitted, our committee is primarily tasked with sourcing subject matter experts through their own research and initiatives.

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.

Special Note: If you are proposing a panel presentation, all panel members must be confirmed at the time of the submission of your proposal. We will not be able to accept panel proposals which do not have confirmed co-presenters at the time of the submission.

The conference committee will consider the following aspects of all proposals when making a decision:

- Topic and content are relevant, timely and unique 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 CPHR BC & YK 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 include 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

CPHR BC & YK is confident that presenting conference breakout sessions serves as a platform for exposure to a wide group of HR practitioners. As such, CPHR BC & YK 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 CPHR BC & YK (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 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 Monday, July 31st, 2017**.

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

Accepted Proposals:

- Notification on the status of a submission will be emailed on or before **Friday, October 14th, 2016**
- 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 notified.
- If you have not heard from us by this date – please contact Quinne Davey at eroddie@cphrbc.ca or by phone at 604-694-6933.
- If you are successful in being selected we will reconfirm your intention to participate and then will send you a formal contract outlining the time/date details of your presentation at conference.

We thank you in advance for your interest in presenting at CPHR BC & YK's 56th Annual Conference & Tradeshow.

Regards,

Erin Roddie

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