

Introduction Block

Q1.

CPHR BC & YK Conference 2018 Speaker Proposal Submission

Thank you for taking the time to submit a proposal for CPHR BC & Yukon's 56th Annual Conference and Tradeshow.

It will be held Tuesday, May 1st & Wednesday May 2nd, 2018 at the Vancouver Convention Center.

Please read the following information before you begin:

Please ensure you have read the **Speaker Guidelines Document** before you begin your submission.

If you wish to see the questions you need to answer before starting this application please see our **PDF Copy of the Speaker Proposal Questions**.

Deadline for proposals is: Monday, July 31st, 2017 at 9:00am PST

This proposal process is intended for breakout/workshop presentations only.

Q2.

Instructions

- The proposal form will take approximately 30 minutes to complete as long as you have prepared your material in advance.
- If you are submitting several topic proposals, you must complete one form for each session.
- Please provide as much information as you are able to, some questions are required to continue.
- **Your responses will be saved based on your IP address - just come back to the same link and it will continue from where you left off.**
- Prior to submitting your proposal, you can review your responses using the back buttons (<<).
- You will receive an email confirmation along with a copy of your completed proposal if you have submitted correctly.

Conference Session Details

Q31. Have you presented at an CPHR BC & YK Conference before?

- Yes
- No

Q3. Which one of the five track categories listed above would your presentation best fit into?

- Business Management & Strategy
- Organizational Effectiveness
- Leadership & Personal Development
- Talent Management
- Employment Law & Legislation

Q4. **LEAD PRESENTER CONTACT INFORMATION** (please complete all boxes)

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State / Province	<input type="text"/>
Postal Code	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

Q5. **LEAD PRESENTER BIOGRAPHY** - (1800 characters max or approximately 280 words):

Q6.

SESSION TITLE - Please provide an engaging yet accurate descriptive title for your session (150 - 200 characters max)

Q7.

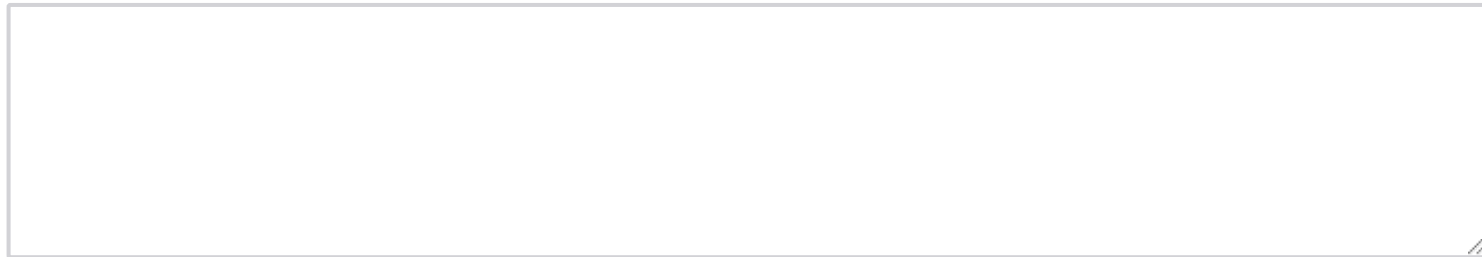
SESSION DESCRIPTION/ABSTRACT- Please provide an accurate and engaging overview description of your presentation which would be used on the conference website for attendees to read. (2000 characters max)

Q8.

PRIMARY LEARNING OBJECTIVES - Please list 3 main learning objectives of your presentation. (What will attendees learn, achieve and/or benefit from by attending your session?)



Q9. TAKE AWAYS - Will participants receive any take aways after attending your session? (i.e. supplemental resources, templates, access to your presentation material etc.) Preference is given to presenters willing to share their materials after conference to attendees.



Q10.

AUDIENCE LEVEL - Let us know what level of experience in human resources is required to benefit most from your session.

- Emerging
- Mid-Level
- Senior
- Expert

Q11. SESSION FORMAT - How would you classify this presentation?

- Panel Presentation
- Workshop (i.e. Role Playing, Group Scenarios, Games, Audience Participation)
- Lecture Style (i.e. Reporting on Research, Metrics etc.)
- Storytelling (i.e. Client and Contractor working together and discussing outcomes)
- Other

Q12. SESSION LENGTH: What length of session are you proposing?

- 60 minutes
- 90 minutes
- Either time allotment works

Q13. ROOM SET UP - Our breakout rooms are set up theater style in order to maximize the number of participants. Please indicate below if you **MUST** have rounds or open rounds in order to facilitate your breakout session.

- Theater set up is fine with me
- My presentation must have open rounds/rounds

Q14. Will there be other presenters for your breakout?

- Yes
- No

Q15.

CO-PRESENTERS/FACILITATORS - Please list any co-presenters for this presentation, including anyone facilitators who might be required to help with the session but who might not actually be speaking to the audience. The committee needs to know upfront all people involved of the delivery of this session. Please give name, title, company, address and email and what their role will be during your presentation.

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

Q16. CO-PRESENTERS, PANEL MEMBERS, FACILITATORS:



Q17. REFERENCES - Please list at least two references who can speak to your presentation skills and satisfaction of participants. You can either list a client whom you presented to, or someone who may have heard you present before.

Please include the date you presented for them and the title of the subject you presented.

A committee member may reach out to them.

Q18. REFERENCE ONE

Name	<input type="text"/>
Title	<input type="text"/>
Company	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Presentation Date	<input type="text"/>
Presentation Title	<input type="text"/>

Q19. REFERENCE TWO

Name	<input type="text"/>
Title	<input type="text"/>
Company	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Presentation Date	<input type="text"/>
Presentation Title	<input type="text"/>

Q20. VIDEO LINKS - please give us a link to any previous presentation video recordings.
Please insert n/a if you do not have any video recordings.

Q21.

BOOKS /PUBLICATIONS - Please list any books you have authored/co-authored. Please include the title of the book, the publisher's name and the year of publication. Please insert n/a if you do not have any publications.

Q22.

CPHR BC & Yukon is confident that presenting a conference breakout session 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. We understand that not every presenter is able to participate with the above expectation.

Presenters will receive a small honorarium or a conference pass as measure of gratitude for their contributions.

In addition, we will cover all pre-approved reasonable travel expenses should you be selected and are required to travel.

Q23.

With that in mind, do you or any of your co-presenters require payment for your time?

- Yes
- No

Q24. What is the amount you would be requesting?

Q25. Will you or your co-presenters need to travel to Vancouver to present at our conference?

- Yes
- No

Q26. What will be the total estimated travel expenses (air/ground) not including hotel accommodation in Canadian dollars?

Q27. Why do you feel your presentation will be a good fit with our conference and attendees? Is there anything that you would like to share with us that you think that the committee would want to know to help select your presentation for our conference?

Q28. If you are submitting this proposal on behalf of a speaker and wish to have confirmation information sent to you, please leave your contact information below.

Name (First and Last)

Title

Organization

Email

Phone

Q29.

You have reached the end of the proposal questions.

To officially submit your proposal, please advance to the next screen by clicking the >> in the lower right hand corner.

A confirmation screen will appear to inform you that your proposal has been successfully submitted.

The lead presenter will be contacted via email on or before **Friday, October 6th, 2017** regarding whether your submission has been selected or not.

You will receive an email confirmation immediately after you have submitted this proposal, along with a copy of your submission. If you do not receive the email

please contact flo@cphrbc.ca to confirm the receipt of your proposal.

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