

HR Conference + Tradeshow 2019 Speaker Proposal Guidelines

Thank you for your interest in presenting at our upcoming 57th annual conference and tradeshow being held at the **Vancouver Convention Centre, on Tuesday, April 2nd and Wednesday, April 3rd, 2019.**

Welcome to the home of today's HR

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

Our history and our members

Founded in 1942, CPHR BC & Yukon has grown to include more than 5,700 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 & Yukon is the largest HR association in Western Canada, offers professional development, networking opportunities, as well as resources for every stage a career in HR.

The national designation of the HR profession

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

As a member association of the CPHR Canada, CPHR BC & Yukon 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

DEADLINE FOR SUBMISSIONS:

Online proposals will be accepted until 9:00am PST on Monday, July 16th, 2018

PLEASE READ THIS DOCUMENT BEFORE COMPLETING THE ONLINE SPEAKER PROPOSAL

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 & Yukon Conference draws on average about 1,100 attendees
- 80% are women with an average age of 43
- 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, 75 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 tracks:

1. **Business Management & Strategy (BMS):** planning and implementing strategies, business acumen, strategic contribution, governance, HR metrics, data analytics, etc.
2. **Organizational Effectiveness (OE):** building strong organizations, leadership development, performance management, organizational design & development, employee involvement strategies, health & safety, diversity & inclusion, etc.
3. **Personal and Professional Enrichment (PPE):** building your personal toolkit as an HR Professional, including leadership skills, project management, client relationships, professionalism, training and career management
4. **Talent Management (TM):** succession planning, compensation & benefits, staffing, recruitment & selection, outplacement, deployment, etc.
5. **Employment Law & Legislation (LAW):** 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 & Yukon 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 & Yukon 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:

- Due to timing and space constraints, not all of the strong proposals can be accepted.
- 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 on-site facilities 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 of the presentation.
- 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 & Yukon is confident that presenting conference breakout sessions serves as a platform for exposure to a wide group of HR practitioners. As such, CPHR BC & Yukon 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 & Yukon (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 16th, 2018**.

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 12th, 2018**
- 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 us.
- If you are successful in being selected, we will reconfirm your intention to participate. We will then send you a formal contract outlining the date, time, and additional detail.

We thank you in advance for your interest in presenting at the CPHR BC & Yukon Conference + Tradeshow.

Contacts:

Conference Manager	Speaker Manager and Awards Manager
Erin Roddie Manger, Conference and Events eroddie@cphrbc.ca 604-694-6933	Fiera Lo Project Manager, Member Services flo@cphrbc.ca 604-694-6942