**Boulder Area Human Resource Association**

**Call for Presentations Form**

ALL information must be typed or printed on this form. Submit your name as you wish to see it published.

Please include your professional designation (Ph.D., SPHR, PHR, etc.) after your last name.

**Proposed Presentation Date:**

**Please list your name, title, company and address below:** Mr. Mrs. Ms.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | | | |
| **Title** | | | |
| **Company** | | | |
| **Address** | **City** | **State** | **Zip** |
| **Office Phone** | **Cell Phone** | | |
| **E-mail Address** | | | |

**Will you have a co-presenter?**  No Yes If yes, please fill out the below:

**Additional/Co-Presenter:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | | | |
| **Title** | | | |
| **Company** | | | |
| **Address** | **City** | **State** | **Zip** |
| **Office Phone** | **Cell Phone** | | |
| **E-mail Address** | | | |

The below information will be used to market the program and to certify that it is eligible for HRCI/SHRM recertification credits.

BAHRA may change and/or condense your program title and description for promotional purposes.

**TITLE OF SESSION:**

**LENGTH OF SESSION:**

**SUMMARY OF SESSION (75 WORDS OR LESS):**

|  |
| --- |
|  |

**Describe the top three learning objectives of your presentation:**

1.

2.

3.

**Describe why your topic and/or approach is uniquely relevant, timely or critical for today’s HR professional:**

|  |
| --- |
|  |

**Check the box that best describes the level of knowledge participants should have to benefit from your presentation.**

Introductory - requires little or no previous knowledge of the subject matter

Intermediate - requires at least a basic knowledge and some experience

Advanced - requires a working knowledge and considerable experience

**How did you receive this Call for Presentation form?**

Mail Emailed from       Previous Speaker Other:

**Please provide the name, organization and phone number of three references who can attest to the quality of your previous presentations:**

1.

2.

3.

**Do you require a speaker fee or travel expenses?**

No Yes, I require:

**Has your program previously been certified for credit?**

No Yes (Please provide organization presented for, date and certification number, if available)

**Audio/Visual Equipment**

We will provide a microphone, projector, screen and laptop. We suggest you bring a thumb drive of your presentation and you will also need your own adapter if you choose to use your own computer and it is a Mac.

**Your proposal MUST INCLUDE the following information:**

1. A **biographical summary** for each presenter. Information should include education, professional experience, previous presentations (including the organization it was for, topic and date) and publications.
2. A **headshot** for each presenter will be used in marketing materials if your presentation is selected.
3. If available, provide the **outline or Powerpoint** planned for this presentation.
4. If available, provide **prior proof of performance**.

**By submitting this proposal, I understand that my presentation is intended to be a learning experience and is not a showcase for the promotion of my company, services or products. Further, I will not sell my services or products from the speaker platform. While it is acceptable to provide handouts and/or marketing materials to attendees, BAHRA cannot reimburse any copy expenses and prefers to post a pdf of your presentation to our website for attendees.**

* I have completed this form
* I have attached my biographical summary
* I have attached my headshot (optional for submission purposes but, if selected, we will need for marketing)
* I have attached an outline or Powerpoint presentation (if available)
* I have attached prior proof of performance (if available)

**Please email your completed submission to:**

Vice President-Programming at [programs@bahra.org](mailto:programs@bahra.org),

(cc’ing) Certification Director at [certification@bahra.org](mailto:certification@bahra.org).

**THANK YOU!**

**The Boulder Area Human Resource Association**