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**PRESENTER PROPOSAL**

**The Fargo Moorhead Human Resource Association invites human resources practitioners and corporate partners to share their knowledge and expertise with our chapter members and contribute to the HR profession’s field of knowledge.**

**ABOUT FMHRA**

**FMHRA is an affiliate chapter of the Society for Human Resource Management. Established in 1976, our membership has grown to nearly 400 members representing over 200 organizations throughout Fargo-Moorhead and our surrounding communities.**

**SPEAKING OPPORTUNITIES**

Our monthly chapter meetings typically fall on the first Tuesday of each month. Specific dates are listed on our web site ([www.fmhra.camp9.org](file:///C%3A%5CUsers%5Cjshawn%5CDesktop%5CFMHRA%5Cwww.fmhra.camp9.org)). Lunch is served at 11:30 a.m. CST, followed by a brief chapter meeting. Presentations are from 12:00-1:00 p.m., with the last 5-10 minutes reserved for Q&As. We also hold bi-annual workshops that last from two to eight hours. These typically fall on the same day as our monthly meetings.

**PRESENTATION CONTENT**

We strive to offer a balanced program of educational sessions by selecting proposals that best fit within the framework of the SHRM Body of Knowledge Functional Areas (Business Management & Strategy, Workforce Planning & Development, HR Development, Compensation and Benefits, Employee and Labor Relations, Risk Management) as well as our chapter’s educational goals for the year. The FMHRA programming committee evaluates potential presentation submissions and assists in making selections based on topic, speaker credentials and interest. We strongly preferHR Certification Institute certification of presentations. If your presentation is not HRCI certified, we will submit the program to HRCI for certification at no cost to you.

**EXPECTATIONS OF PRESENTERS**

* Meet all requested deadlines.
* Provide a high-quality, electronic version of your presentation and one handout for attendees.
* Maintain the session content and audio/visual needs as originally submitted.
* Honor FMHRA’s commitment to provide education by not showcasing or promoting the speaker’s practice, services or products.
* Respect the sponsoring organization with either positive or neutral comments from the platform.
* Be available for additional questions from our members following the presentation.
* Provide a detailed invoice to FMHRA for speaking fees and any related expenses following the presentation either emailed to fmhra@hotmail.com or mailed to FMHRA, 4302 13th Ave S Suite 4-312, Fargo ND 58103.

**HOW TO SUBMIT YOUR PROPOSAL**

Please complete the following presentation proposal form, which includes available dates, topic information, learning objectives, biography, room requirements, and references. Completed forms can be emailed to fmhra@hotmail.com or mailed to FMHRA, 4302 13th Ave S Suite 4-312, Fargo ND 58103.

**FMHRA PRESENTATION PROPOSAL**

**Title of presentation:**

**Presenter name:**

**Presenter title:**

**Presenter company:**

**Presenter mailing address:**

**Presenter e-mail address:**

**Presenter web site:**

**Check available date(s):**

[ ]  May 2, 2017 [ ]  July 11, 2017 [ ]  September 12, 2017 [ ]  October 3, 2017 [ ]  November 7, 2017 [ ]  December 5, 2017

**Description of presentation in 100 words or less.**

Provide a summary of the content to be used for program marketing materials and HRCI & SHRM certification submission. FMHRA may edit for clarity.

**Top four learning objectives or outcomes of the presentation, one sentence each.**

Must align to a valid workplace application. Can be articulated as knowledge acquired, skills gained, attitudes changed.

**Has this presentation been previously certified for credit through the Human Resource Certification Institute? If so, provide date, location and program number.**

[ ] Yes [ ] No

**Provide two professional references and contact information, preferably groups presented to.**

**Provide a concise, one-paragraph biography, 50 words or less.**

**Audio/visual/room requirements:**

[ ]  Computer [ ]  Projector [ ]  Audio [ ]  Handheld Microphone [ ] Lapel Microphone

[ ]  Podium [ ]  Flip Chart [ ]  Other:

**Speaking fee:**

**Anticipated travel/related costs:**

**Other Comments:**

**SPEAKER AGREEMENT**

In submitting this proposal and signing below, I certify that I am available for the date(s) designated above. If selected, I agree to adhere to the conduct expected of presenters at this event including meeting all stated deadlines prior to and during the event, appearing during my scheduled session presentation time(s), and maintaining a professional demeanor at all times while at this event.

I understand that members of the press may be present during my session. I give FMHRA permission to include my presentation on their web site. I give FMHRA permission to record my presentation either by audio and/or video means for the purpose of selling, redistributing, or future session evaluation (if applicable). I understand FMHRA owns the copyright to the audio/visual recording of my session presentation. I understand that my presentation is not a showcase for promotion of my business, practice or product, and I will not sell my products or services from the speaker platform. Any misrepresentation of my skills and knowledge will be grounds for my release or disqualification from this selection process.

**Electronic Signature:**

**Date:**