GUIDELINES - CALL FOR SPEAKERS

Important Deadlines

- **Tuesday, February 26, 2019** – Call for Speakers process opens
- **Thursday, April 4, 2019** – Call for Speakers closes – extended date
- **Monday, May 13, 2019** – All speakers notified and important due dates and instructions communicated via email
- **Monday, August 26, 2019** - Submit outlines and PPT draft due to your committee liaison
- **Monday, October 28, 2019** - All PowerPoint, presentation materials and audio visual equipment request due from selected speakers*
- **November 19, 2019** – HRMAC SUMMIT 2019 at Hyatt Regency, O’Hare Rosemont

*Upon acceptance of your submission, you and your co-presenter(s) will be asked to agree to the timeline and deliverables required by HRMAC. Missed dates may result in the selection of another speaker or presentation. Due dates are subject to change.

Process
Both corporate HR and professional service/sole practitioner speakers may submit a proposal to be considered as a speaker. **We require interested suppliers, both professional service organizations and sole practitioners, to pair up with a client to best illustrate the value of partnership. If selected to speak, suppliers must agree to the sponsorship/exhibitor fees noted later in this document.** Presentation Guidelines are described in detail below.

Definition of:
**Practitioners:** An HR professional working in an organization on HR issues, serving the employees in an HR function.

**Suppliers:** An entity selling HR services to an organization; not performing HR on behalf of their company
**Competency**

HRMAC is focused on developing the skills, knowledge, and abilities of HR professionals. The following competencies are intended as a guide to support learning. Individuals submitting a proposal must select one or more competencies based on the content of the proposal:

1. Business Acumen/Strategic Agility  
2. Talent Acquisition/Management/Development  
3. Business Collaboration  
4. Coaching / Influencing  
5. Change Management  
6. Analytics  
7. Leadership Development  
8. Legal/Regulatory/Legislative  
9. Technology  
10. International  
11. Diversity & Inclusion  
12. Employee Engagement/Culture  
13. Organizational Design

Share your knowledge, innovative ideas and expertise by submitting a proposal before April 4, click here.

**Call for Speakers Guidelines**

1. **All proposals** must be complete and received on or before Thursday, April 4, 2019.
2. HRMAC members will be given priority consideration. Both service providers and HR practitioners are encouraged to submit a proposal.
3. Present a 60-minute session, minimum of 45 minute informative conversation, maximum of 15 minutes for Q&A. Panel discussions are acceptable, a maximum of three speakers will be allowed;
4. All submissions will be reviewed by the HRMAC SUMMIT Committee and will be evaluated on the basis of: 1) relevance of content to the profession, 2) the practical application of content and 3) the interactive nature of the program.
5. Multiple session proposals may be submitted however, only one-session will be selected from any given organization/speaker;
6. Presentations or case studies constituting a sales pitch for products or services will not be considered;
7. Speakers must identify up to three competencies from page one of the guidelines, that will be addressed in the presentation;
8. All speakers agree to cooperate/collaborate with the Summit planning committee members whose role is to ensure a relevant and professional presentation. This activity will include email correspondence and conference calls.
9. No reimbursement or honorarium fees will be given to education session speakers chosen for Summit. Each accepted presenter will receive a complimentary registration to attend Summit.
10. HRMAC will provide a Summit branded PPT template if the presenter is using PPT. No other PPT templates will be allowed.
11. HR Practitioners of supplier companies will be considered without the need to sponsor. Content provided must be a case study to describe the initiative implemented within their workplace and their key findings. The practitioner may invite up to one HR business partner to help describe the lessons learned. The presentation may not include any form of sales or promotion of professional services product offering, and no sales team presentations are allowed.
12. **All professional service and sole practitioner members must agree to the following terms be considered as a speaker:**
   - Present a 60-minute session with a client or clients (no more than 2 clients). The presentation and content must be HR focused and at a minimum of 45 minutes, with a maximum of 15 minute Q&A. Only one representative from the professional services team will be allowed to present;
   - Content must be free of commercial bias and educational in nature. All submissions must include one or more competencies based on the content of the proposal, see above competencies list.
If the presentation is accepted, the professional service/sole practitioner must commit to a $3000 sponsorship of SUMMIT and a minimum $1200 exhibitor rate. Please contact Andrew Haigh for additional information ahaigh@hrmac.org

Acknowledgement and Acceptance of Terms and Conditions
As the primary presenter/sponsor for this proposed session at SUMMIT, I attest that I have thoroughly read the submission guidelines. I understand and agree that I will be responsible for communicating in a timely manner with HRMAC staff and any clients/co-presenter(s) regarding information about my session.

If my submission is selected, I understand and grant my permission that:

- The SUMMIT Committee has final determination of educational breakout sessions.
- Each educational breakout session will last 60 minutes. Sponsoring companies must split the presentation time evenly with their client(s) co-presenting.
- I am responsible for adhering to the Call for Speakers deadlines and the guidelines for submission outlined above. If I fail to do so, the Summit Committee reserves the right to remove my session from the conference program.
- I am responsible for submitting all required presentation materials to HRMAC by the provided deadlines for review by the committee, and for marketing purposes. I understand that my session is not a showcase for promotion of any business, practice, or product. The direct promotion of products and services is prohibited.
- I understand that as a professional services/sole practitioner member and/or independent consultants, I agree to adhere to the policy of presenting in conjunction with a client or clients, and agree to pay the $3000 sponsor fee and $1200 exhibitor fee prior to my presentation.
- I understand that as a professional services/sole practitioner member, I agree to use the scripted introduction and closing comments for the session, furnished by HRMAC.
- I understand that as a professional services member presenting with a client, I am responsible for coordinating our presentation and meeting all submission deadlines. If that is not possible, all client contact information must be submitted no later than Friday, April 26 and must be emailed to speakers@hrmac.org using “SUMMIT 2019 Client Presenter Information” in the subject line.
- I must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.
- My co-presenters and I (up to 3) will receive a complimentary full conference registration, arranged by HRMAC, upon submission of all required materials. No other honorarium or reimbursement will be given.
- In the event of a cancellation, I will notify HRMAC in a timely manner.
- I authorize HRMAC to publish my presentation materials on the HRMAC website and the mobile app. I represent that I have the authority to allow HRMAC to distribute with attribution, my presentation in its entirety if it should choose, and that any such distribution will not violate the intellectual property rights of any third parties. If that representation should prove to be untrue, I agree to indemnify, defend and hold HRMAC harmless from any claims of infringement asserted against it as a result of its distribution of my presentation. It is agreed I will not receive a royalty or payment of any kind for HRMAC’s use and distribution of my presentation.
- By submitting a proposal to the HRMAC SUMMIT Call for Speakers, I officially agree with the terms and conditions outlined.