

Proposal for Presentations



HRAA uses the **Proposal for Presentations** to process requests submitted by both its current and prospective members to provide pro bono presentations or services to our membership. Our non-profit association, an affiliate of The Society for Human Resource Management (SHRM), is currently comprised of nearly 150 decision makers in Cambria and Somerset Counties. Opportunities include access to prospective members and/or people in the general business community. We appreciate your interest in submitting a proposal to share your experience and expertise.

HRAA seeks **Proposals for Presentations** for the following:

1. Monthly Membership Meetings
2. Annual HR Conference (April)
3. Annual Youth Professional Development Conference (October)

Please send your completed proposal submission form to:

HRAA
Attn: Speaker Proposals
PO Box 656
Johnstown, PA 15907

Or

programs@hralleghenies.org

INSTRUCTIONS FOR SUBMITTING PROPOSAL

- All Proposal information may be submitted by mail or e-mail as a Word document.
- Optional – you may include proof of performance – videotape evaluations from past speaking engagements or letters of recommendation.

Proposal Review and Selection Criteria: The HRAA Board of Directors will review all complete proposals and evaluate them on their relevance to our members' needs. All proposals will be acknowledged and all potential speakers/providers will receive notification of the final disposition of their proposal. We ask that presenters specify whether they are gearing their presentation toward the entry-level HR professional, mid-level HR professional or senior-level HR professional.

We expect presenters to:

- Meet all deadlines
- Retain the session content and audio/visual needs as originally submitted
- Not add a co-presenter or change the identity or number of presenters without prior notice
- Honor HRAA's commitment to provide education or services without showcasing the provider's practice, services or products (i.e. No selling from the podium)
- Provide their own handouts

In return, HRAA will:

- Grant providers valuable professional and personal exposure to a diverse audience
- Offer providers the opportunity to enhance their professional development and earn HRCI re-certification credits
- Provide the opportunity to meet and network with HR professionals and members of the business community
- Provide the opportunity to present contact information and materials

By becoming a part of HRAA's Programming Calendar, your business or organization will:

- **Connect** with a target audience comprised of the Cambria and Somerset area HR professionals
- **Gain visibility** through listings on our website's Events page
- **Showcase** your products and services
- **Network** in both social and business environments
- **Enhance** your position in the marketplace

Honoraria: HRAA seeks contributors who are willing to share their expertise in the spirit of networking. We are unable to provide an honorarium.