



PRESENTER PROPOSAL
Breakout Session
2019 ND Workforce & HR Conference
September 17 - 19, 2019
Grand Forks, ND

Please complete the attached proposal form and email it to Conference@WorkforceND.com.
Submissions are due March 30, 2019.

Presentation Title			
Presenter Name		Company	
Mailing Address		City	State ZIP Code
E-mail Address		Website	

Check Available Date(s)

<input type="checkbox"/> Tuesday, September 17, 2019	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Wednesday, September 18, 2019	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Thursday, September 19, 2019	<input type="checkbox"/> Morning	

Short Description of Presentation. Each presentation will be 75 minutes long.

Would you consider repeating your session in another time slot?

Yes No

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

Yes

Date	Location	Program Number
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Please list the top four learning objectives or outcomes of the presentation:

The below information is needed for applying for pre-approval of professional credits through Human Resources Certification Institute (HRCI) for each presentation. The ability of our attendees to earn recertification credits for conference sessions is one of the key reasons the conference is able to annually draw the large attendance.

Please list a minimum of three. These are the things attendees will learn or be able to do after attending your session.

1.
2.
3.
4.

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

1.
2.

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

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Speaking Fee

Is this Negotiable? Yes No

Anticipated Travel/Related Costs (Provide categories and dollar amounts)

Will you require a hotel room? Yes No

Do you see value to have a booth in the exhibitor showcase? Yes No

Other Comments

Social media handles that you'd like used for promotional and conference related marketing:

Facebook	
Twitter	
Other	

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), making my presentation available ahead of time for attendees, and maintaining a professional demeanor at all times while at this event.

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.

Name (typed)	Date
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Contact information if different than speaker

Address	City	State	ZIP Code
Phone Number	E-mail Address		



The North Dakota SHRM State Council supports the human resources profession across North Dakota by providing leadership, connections, development opportunities and resources.