



KVHRA is the Kennebec Valley area association for HR & business professionals concerned with understanding the best methods to effectively manage their people and organizations. KVHRA became an affiliate chapter of the Society for Human Resource Management (SHRM) in 2005. SHRM has over 275,000 members in over 160 countries and is the world's largest HR membership organization devoted to HR management. By attending meetings and developing relationships with colleagues, members continually enhance their knowledge of HR issues, gain new skills and grow as an HR professional.

Guest Speaker Proposal Form

Thank you for considering the opportunity to speak at an upcoming KVHRA meeting. Meetings are generally held on the 2nd Wednesday of the month, from 7:30 a.m. – 9:30 a.m. (no meetings in May, July & August). The speaker/ presentation portion of the program is from **8:00 a.m. – 9:15 a.m.** The audience consists of Human Resource and Business Professionals from small and large business sectors. Topics should be relevant to the HR community in their operational or strategic contributions to their employers. Possible topics include:

- Strategic Management/Leadership Development
- Personnel Law & Policy: Broad, Safety, Employee Relations or Legal/Policy Compliance
- Talent Management: Broad, Recruiting, Engagement and Recognition, Diversity & Inclusion, or Training & Development
- HR Tools & Technology: Broad, Social Media, Soft Skills Development, Software/Product Information
- Personal/Career Development
- Total Rewards: General, Compensation, Benefits, Wellness

Visit KVHRA @: <http://kvhra.shrm.org>

Please complete the form below and return to Lila Hallowell, Program Chairperson, at lila.hallowell@newbalance.com or via U.S. mail @ KVHRA, P.O. Box 1445, Waterville, ME 04903

SPEAKER INFORMATION:

Name: _____ Company: _____
Company Website Address: _____
Mailing Address: _____
Work Phone: _____ Cell phone: _____
E-mail Address: _____

Suggested Program Title: _____

To add to the value for our attendees, we attempt to obtain HRCI (*Human Resources Certification Institute*) recertification credit hours and SHRM PDC's (Professional Development Credits) for the program. We submit a description of the program to HRCI and SHRM, using your program summary. So, please describe your program on the reverse side (or attach the description), and note how the program will benefit HR professionals. Please include 4 or more learning objectives. Topics must be presented in **75 minutes** (which may include a 15-minute Q&A period).

Over ----->

PROGRAM DESCRIPTION: _____

Have you ever presented to KVHRA or another SHRM Chapter? If yes, please provide the date and title of your presentation(s): _____

Has your presentation been approved for HRCI or SHRM credit hours in the past? _____

Are you willing to present as an unpaid volunteer? _____ If not, please state your expectations: _____

Please provide the name, phone number, and email of 3 references:

1. _____
2. _____
3. _____

Do you need equipment such as a projector, screen, microphone, podium, etc.? Please list: _____

Meetings alternate in Augusta and Waterville each month to accommodate our members. Check one or both locations where you're able to speak: ____ Waterville ____ Augusta

What months would you be available to speak? _____

Please attach a brief bio, used to introduce you at the program and for the program registration. If permissible to use in promoting the program, please attach an electronic file of your photo.

If you have hand-outs, please let us know if you need our assistance to make photocopies of materials. If applicable, please email a copy of your Powerpoint presentation or handouts, if we have your permission to pass on to attendees and/or post to our website.

If you wish to provide a door prize for a business card drawing, the business cards will be provided to you. You may also distribute a sign-in sheet where attendees may elect to provide their contact.