



The Fargo Moorhead Human Resource Association (FMHRA) invites speakers of all backgrounds to submit their interest in sharing their knowledge and expertise in a presentation to our chapter members and guests, contributing to the HR professional's field of knowledge.

ABOUT FMHRA

FMHRA is an affiliate non-profit 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, North Dakota; Moorhead, Minnesota, and our surrounding communities.

SPECIAL EVENTS AND ALL-DAY TRAINING SPEAKING OPPORTUNITIES

The FMHRA Programming Committee is happy to accept speaker proposals for sessions that do not align with either our Monthly Chapter Meeting or Food for Thought formats. These may include one-off special event requests or all-day training sessions. Special consideration will be given to proposals for special events or all-day training sessions to be held in April, June (with an HR Technology Workshop focus), and November. If submitting a proposal for an April or November all-day training; note this event would be required to include a stand-alone lunch session that would apply to members either wishing to attend the all-day training or the lunch session only.

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 relevance to the general member base, speaker credentials, and any required speaker fees. In addition to providing SHRM certification credits to our members for attending the sessions, we also work to provide HR Certification Institute certification credits. 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 one week prior to the presentation and provide handouts for attendees, if applicable.
- Attend a video call practice session with members of the board no later than one week prior to the event to provide a high-level overview of the session, receive any feedback, and ask any questions.
- Maintain the session content and audio/visual needs as originally submitted.
- Honor FMHRA's commitment to providing education by not showcasing or promoting the speaker's practice/employer, 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.
- If applicable, 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. Non-incorporated speakers would also need to provide a W-9 form.
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HOW TO SUBMIT YOUR PROPOSAL

Please complete the following presentation proposal to be considered for a Special Events or All-Day Training speaking opportunity. Completed forms can be emailed to fmhra@hotmail.com.

Title of presentation:

Presenter name:

Presenter title:

Presenter company:

Presenter mailing address:

Presenter e-mail address:

Presenter website:

Dates/Times available:

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.

- 1.
- 2.
- 3.
- 4.

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

Special Event or All-Day Training attendee format:

In-Person Only Virtual Only Hybrid of In-Person & Virtual

Audio/visual/setup requirements:

- Computer Projector Audio Handheld Microphone Lapel Microphone
 Podium Flip Chart Zoom Polls Zoom Breakout Rooms Other:

Do you permit FMHRA to record this event? The recording will be uploaded to an online library accessible to members of FMHRA.

Speaking fee, if required. FMHRA is a small, non-profit group.

- I am willing to waive some or all speaker fees in exchange for the opportunity to create a promotional video to be shared with FMHRA's social media network.
- I am willing to waive some or all speaker fees in exchange for the opportunity to sell my books at the event.
- I am willing to waive some or all speaker fees in exchange to receive a professional recording of the presentation.

Speaking fee, final charge:

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 before and during the event, appearing during my scheduled session presentation time(s), and always maintaining a professional demeanor while at this event.

I give FMHRA permission to take photographs for use on their website and social media accounts. I understand that my presentation is not a showcase for the 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: