



### KVHRA Guest Speaker Proposal Form

Thank you for your consideration to speak at an upcoming KVHRA meeting. Meetings are generally held on the 2<sup>nd</sup> 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 businesses. 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 @: <https://kvhra.shrm.org>

Please complete the form below and return to Kristy Rizzitello, Program Chairperson, at Kristy Rizzitello [krizzitello@puritanmedproducts.com](mailto:krizzitello@puritanmedproducts.com) or via U.S. mail @ KVHRA, P.O. Box 1445, Waterville, ME 04903

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**SPEAKER INFORMATION:**

Name/Title: \_\_\_\_\_

Company (if any) and company web address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Is there a specific month on the KVHRA calendar and location (Waterville or Augusta) that you're interested in: (the program chair will confirm the date/location if available): \_\_\_\_\_

KVHRA is an Approved Provider for both SHRM (*Society for Human Resource Management* PDC's (Professional Development Credits) and HRCI (*Human Resources Certification Institute*) for 2020. Therefore, we submit a description of the program to them using aspects of your program summary, with a goal to align our programs with the HR/Business functional areas or block representations from HRCI and SHRM such as: **HR Expertise (HR Knowledge Domains), Business Acumen, Communication, Consultation, Critical Evaluation, Ethical Practices, Global & Cultural Effectiveness, Leadership & Navigation, and Relationship Management.**

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Topics are presented in **75 minutes** (which may include a 15-minute Q&A period during or at the end of the program) to be able to award 1.25 HRCI and SHRM credit hours to attendees.

**SUGGESTED PROGRAM TITLE:** \_\_\_\_\_

**SUGGESTED PROGRAM DESCRIPTION (attach a summary or write/type in):** \_\_\_\_\_

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**SUGGESTED LEARNING OBJECTIVES:** \_\_\_\_\_

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***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.

Please list any equipment you would need such as a projector, screen, microphone, podium, etc.:

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

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Have you presented to KVHRA or another SHRM Chapter? If yes, please provide 1-2 dates and titles of your presentation(s): \_\_\_\_\_

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

If you **haven't** presented with us before, please provide the name, phone #/email of 2 references:

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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 and note if we have your permission to pass on to attendees and/or to 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 information.*