

PROPOSAL FOR PROVIDERS OF PRESENTATIONS OR SERVICES

The Pittsburgh Human Resources Association (PHRA)

The PHRA uses this form to process requests submitted by both its members 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, is currently comprised of over 1,200 decision makers in the Western PA region. Some opportunities may 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.

Please send your completed proposal submission form to:

LPD Committee
Pittsburgh Human Resources Association
425 Sixth Avenue, Suite 1650
Pittsburgh, PA 15219-1850
Fax (412) 261-0773
www.pittsburghhra.org

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

All Proposal information may be submitted by mail, fax or via e-mail as a Word document.

Optional - you may include proof of performance – videotapes, evaluations from past speaking engagements or letters of recommendation.

Proposal Review: The Executive Director of the PHRA will review all complete proposals and forward them to the appropriate committee for review. All proposals will be acknowledged and all potential speakers/providers will receive notification of the final disposition of their proposal.

Honoraria: The Pittsburgh Human Resources Association seeks contributors who are willing to share their expertise in the spirit of networking. We are unable to provide an honorarium.

Selection Criteria: All proposals will be evaluated on their relevance to our members' needs. There may be occasions when we have opportunities to approve separate but similar proposals.

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 the Pittsburgh Human Resources Association'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 consistent with PHRA policies.
- Prepare programming for up to a 2 hour presentation.

In return, The Pittsburgh Human Resources Association will:

- Grant providers valuable professional and personal exposure to a diverse audience;
- Offer providers the opportunity to enhance their professional development and earn HRCI recertification 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.

Thank you for your interest in the Pittsburgh Human Resources Association. Please allow a minimum of 4-6 weeks for review and disposition.

PROPOSAL SUBMISSION FORM

The Pittsburgh Human Resources Association (PHRA)

All information must be submitted via mail, fax or e-mail as a Word document. Proposals will be reviewed in the order received. Submit all information as you wish to see it published.

Professional designation: ___PHR ___SPHR ___Ms. ___Mr. ___Ph.D. ___Esq.

Name:

Job Title:

Company:

Address:

Phone Number:

Fax Number:

E-mail Address:

Will you have a co-presenter/provider? YES _ NO _

Please list names and affiliations of all presenters/providers:

Please list previous speaking or service experience and reference contact information:

Are you a PHRA Member? YES _ NO _

If No, Would you like to receive membership information? YES _ NO _

Have you provided a service or presented at a PHRA event in the past? YES _ NO _
If yes, please explain:

Please indicate all your audio-visual and other special presentation needs:

ABSTRACT OF SESSION OR SERVICE:

In 150 words or less, please summarize the contents of your Proposal. The PHRA may change and/or reduce your title/description for clarity.

The title of your Proposal: _____

Insert your abstract here:

Describe the top three learning or service objectives of your Proposal:

- 1.
- 2.
- 3.

BIOGRAPHY:

In 150 words or less, please provide your biography or the biographies of all presenters/authors included in your Proposal.

The PHRA may reduce the biography for publication.

PROPOSAL DOCUMENTS:

Please include here or attach as a separate file, information and supporting documentation to describe and explain your Proposal. Please submit enough information to allow the relevant personnel to evaluate the merits of your proposal.