

# ASHHRA22 Call for Abstracts Form Guide



Thank you for your interest in sharing your knowledge at ASHHRA22. Below are the fields to be completed in the abstract form. Use this document to help you prepare your submission ahead of time. Please complete the [abstract submission form](#) by **Friday, Dec. 10, 2021**, to be considered.

All below fields are required with the exception of co-speaker information, headshot(s) and option to include additional information (found at end of the form).

## **\*\*IMPORTANT\*\***

This document is NOT the actual form. It is intended to help you gather the requested information ahead of your submission. You must submit your abstract via the online abstract submission form.

## **Speaker Information**

Please detail primary speaker information below.

**Primary Speaker Name**

**Primary Speaker Email**

**Primary Speaker Title**

**Primary Speaker Organization**

**Primary Speaker Bio**

**Are you the speaker or submitting on behalf of a speaker?** (select one)

*\*If submitting on behalf of the primary presenter you will be prompted to input additional contact's email\**

- Speaker
- Submitting on behalf of the primary speaker

**Is the Primary Speaker a Practitioner?** (select one)

- Yes, Practitioner
- No, Non-practitioner

**Is the speaker an ASHHRA member?** (select one)

- Yes
- No
- Unsure

## **Co-Speaker Information** (if applicable)

Please detail co-speaker information below.

**NOTE:** A maximum of two co-speakers are invited to present for non-panel sessions.

**Co-Speaker(s)**

Full name(s) and email(s)

**Headshot(s)**

Please attach speaker headshot(s).



## Abstract Details

Please submit information for one abstract at a time. Multiple submissions are allowed.

### Preferred Session Format *(select one)*

Session format descriptions: Please visit [ASHHRA.org/SPEAK](http://ASHHRA.org/SPEAK) for session format descriptions.

- Lecture
- Panel
- Workshop
- Roundtable
- Debate
- ASHHRA Aspires

### Abstract Title

*Maximum 100 characters, including spaces*

### Abstract Summary

Please describe your abstract *(maximum 200 words)*

### Abstract Objectives/Takeaways

List THREE objectives/takeaways that the learner would gain from your presentation (should be a brief sentence per takeaway/objective).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Target Audience

Select career-level of intended target audience

- Executive
- Mid-level
- New-to-the-profession

### Abstract Topic

Please review ASHHRA Educational Topics found at [ASHHRA.org/SPEAK](http://ASHHRA.org/SPEAK)

- Future of the Workforce
- Centralized HR Functions
- Diversity and Inclusion
- Recruitment and Onboarding
- HR Operations
- Non-Acute Healthcare
- Organizational Development
- Regulatory
- Technology
- Total Rewards
- Leadership and Employee Management
- Employee Safety and Well-being
- Employee and Labor Relations

### HR Leader Model Competency

Please review the HR Leader Model found at [ASHHRA.org/HRLeader](http://ASHHRA.org/HRLeader) and select at least one competency covered by your presentation.

- HR Delivery

- Healthcare Business Knowledge
- Community Citizenship
- People Strategies
- Personal Leadership



### Does this submission qualify for Strategic Business Credit?

The types of activities that qualify for Strategic Business credits are those that fall outside of HR's primary responsibility but require HR to work with other departments. They support the certified professional's knowledge of the business, such as finance, marketing, and specific organizational operations. More details found at [https://www.hrci.org/docs/default-source/default-document-library/hrci-business-credits.pdf?sfvrsn=c9084e61\\_4](https://www.hrci.org/docs/default-source/default-document-library/hrci-business-credits.pdf?sfvrsn=c9084e61_4)

- Yes
- No
- Unsure

### Total Abstract Submitted

Please indicate how many abstracts you intend to submit for the primary presenter listed in beginning of this form.

- One
- Two
- Three
- Four or more

### Webinars

Are you interested in presenting this submission as a webinar if not selected as a conference session?

- Yes
- No

### HR Pulse Publication

Are you interested in sharing this submission in article format for HR Pulse if not selected as a conference session?

- Yes
- No

### Additional Information *(optional)*

Please include any other information that you would like to share (e.g., clips of previous presentations, company website, etc.).

## Terms and Conditions

### Speaker Agreement

By typing your name below and clicking on the submit button, you understand and agree to the following:

1. The primary speaker and co-speaker(s) (if applicable) understand that ASHHRA does NOT provide honorariums and will NOT reimburse expenses. The primary speaker will receive one complimentary conference registration. Learning session co- speakers will receive a 25% discount for conference registration, with a maximum of two co-speakers. It is the responsibility of the primary speaker to inform co-speaker(s) of any updates, requests, or changes, on behalf of ASHHRA.
2. Speaker decisions will be announced on Jan. 14, 2022, and invited speakers will have one week to accept or decline ASHHRA's invitation to present.

*Submitter to type name to "sign"*

**Submitter Full Name:**

**Date of Agreement:**