



ASHHRA24 Call for Proposals Form Guide

Thank you for your interest in sharing your knowledge at ASHHRA24. In order for your proposal to be considered, please complete the [online proposal submission form](#) by **Friday, Sept. 15, 2023**.

Use this document to help you gather the information you need prior to starting the online form.

All below fields are required with the exception of the co-speaker information and option to include additional information.

****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 proposal via the online proposal submission form.

Proposal Details

You may submit up to two submissions. Please submit information for one proposal at a time.

Proposal Title

Maximum 100 characters, including spaces.

Proposal Description

Share proposed learning session description (*up to 200 words*).

Learners will use this description when selecting which sessions they intend to attend.

Proposal Summary

Share a summarized version of the above description (*up to 50 words*).

Summaries will be used to promote the event.

Proposal 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. _____

Preferred Session Format

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

- Lecture
- Panel
- Workshop
- Roundtable
- Debate



Target Audience

Select career-level(s) of intended target audience

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

Proposal Topic

Please review ASHHRA Educational Topics found at ASHHRA.ORG/SPEAK.

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

HR Leader Model Competency

Please review the HR Leader Model found at 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?

Affects attendee recertification credits with HR Certification Institute®

The types of activities that qualify for [Strategic Business credits](#) are those that primarily 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.

- Yes
- No
- Unsure

Total Proposal Submitted

A maximum of 2 allowed



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

- One
- Two

Additional Information *(optional)*

Please include any other information that you would like to share with the review committee (e.g., clips of previous presentations, company website, testimonials, etc.). The review committee strongly urges you to submit additional information.

Speaker Information

Please detail primary speaker information below.

Primary Speaker Name

Primary Speaker Credentials

Primary Speaker Title

Primary Speaker Organization

Primary Speaker Bio

Primary Speaker Email

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. Up to four names can be submitted for panels.

Co-Speaker(s) Name(s)

Co-Speaker(s) Credentials(s)



Co-Speaker(s) Title(s)

Co-Speaker(s) Organization(s)

Co-Speaker(s) Speaker Bio(s)

Headshot(s)

Please attach speaker headshot(s).

Educational Opportunities with ASHHRA

Webinars

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

- Yes
- No

HR Pulse Article Publication

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

- Yes
- No

Terms and Conditions

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 complimentary conference registration. Up to two co-speakers will receive a 30% discount on full conference registration. 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 Oct. 30, 2023, 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: