

## ASHHRA26 Call for Proposals Form Guide

Thank you for your interest in sharing your knowledge at ASHHRA26. Use this document to help you gather the information you need prior to starting the online form. In order for your proposal to be considered, please complete the [Call for Proposals Submission Form](#) by **July 7, 2025**.

*All fields are required except for 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

Please submit information for one proposal at a time. Multiple submissions are allowed (up to two maximum).

Please adhere to the requested formats and character limits during submission process.

#### 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. Please properly set attendee expectations by being as clear as possible in what the session would encompass.

#### 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 can be found at [ASHHRA.org/SPEAK](https://ASHHRA.org/SPEAK)*

- Lecture
- Panel
- Workshop
- Roundtable

#### Target Audience

Select career-level(s) of intended target audience

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



### Proposal Topic

Please select the topic in which your proposal most accurately aligned with your proposal. Please review ASHHRA Educational Topics found at [ASHHRA.ORG/SPEAK](https://www.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

### 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)

Answer "Yes" if the primary speaker applies HR knowledge and practices to meet the strategic goals of a healthcare organization.

- Yes, Practitioner
- No, Non-practitioner

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

- Yes
- No
- Unsure

**Has the Primary Speaker presented at past ASHHRA conferences?**

- No
- Yes, in 2023 (Charlotte)
- Yes, in 2022 (Phoenix)
- Yes, prior to 2022

**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 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 practitioner 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 September 22, 2025, and invited speakers will have one week to accept or decline ASHHRA's invitation to present.
- 3.
4. *Submitter to type name to "sign"*

**Submitter Full Name:**

*For planning purposes only. Proposal decisions will not be impacted by reasonable requests.*

If selected to present, your session will be slotted between Sunday, May 17 and Tuesday, May 19. If you foresee any scheduling conflicts in this timeframe, please indicate below. Otherwise, leave the field blank and submit your completed proposal. Thank you!