

Please complete the online [Google form](#) to be considered. This document is simply an outline of the questions that you'll be asked on the online form.



2024 STATE CONFERENCE Request for Presentations

The Colorado SHRM (COSHRM) Speakers Committee invites you to share your knowledge and expertise with Colorado's HR professionals and business leaders at the 2024 COSHRM State Conference, September 18 - 20, 2024 in beautiful Keystone, CO. This biennial conference draws attendees from across Colorado and surrounding states. This conference provides a learning and networking experience for 500+ attendees and exhibitors who make this conference a priority destination.

Speakers are not paid for the engagement, however, one night of lodging in Keystone is provided to help facilitate travel to Keystone. If a speaker is selected for two sessions on different days of the conference, an additional night of lodging will be provided (speakers will only be selected to present twice if their topic can be customized/tailored for more than one target audience). Additional perks enjoyed by selected speakers include registration to the full conference and the ability to network with HR professionals. If you are interested in presenting at the conference but require some form of consideration or accommodation, please indicate your request on the speaker form.

Recertification credits are critical to HR professionals to maintain their credentials. Preferential consideration will be given to those who have previously received recertification credits or who have pre-identified AND tailored their synopsis to meet HRCI and/or SHRM Body of Applied Skills and Knowledge.

The deadline for submission is February 29, 2024 and speakers will be notified of their selection, or not, by April 1, 2024.

Please make sure you have the time to complete the survey in full before you begin. The program does not have the capability to allow you to save and return to your form. Thank you for your understanding!

Terms & Conditions

By completing this form,

- I understand and agree that neither I nor a co-presenter will receive an honorarium for this presentation.
- I understand that COSHRM will provide one night's lodging for my in-person presentation.
- I understand and agree that I will not be reimbursed for any expenses incurred by me or a co-presenter.
- I understand and agree that my presentation is NOT a showcase for promotion of my business, practice, or product, and I will not use this platform to sell my products or services.
- I understand that COSHRM may request a virtual version of my presentation be submitted and/or my presentation may be recorded and made available to registrants to view for a limited time as part of their conference registration.
- I understand that I will be required to submit a copy of all presentation materials by August 16, 2024.

Section 2: Personal Information

Please list your name as you'd like it listed on the website and in printed form.

- First Name
- Last Name
- Professional Designation (PhD, Ed.D, SHRM-SCP, SHRM-CP, SPHR, etc.)
- Email Address
- Job Title
- Company Name
- Preferred phone number
- Address
- City
- State
- Zip
- Website

Section 3: Personal Information Continued

Please provide a professional bio that can be used on the website and event app.

Please provide a brief bio statement (250 words or less) that a volunteer can use to introduce you and your presentation while onsite at the event.

Please provide a headshot that can be used on the website and the event app.

If you require some form of consideration or accommodation, please elaborate:

To provide additional value and opportunities for continuing education credits for attendees, we'd like to share recordings of the presentations for registered attendees to view following the event

(via the event app) if they were unable to attend the original session in-person. Do you have a recording of your presentation that COSHRM can use for this purpose, or are you willing to record your content or have it recorded for this purpose?

Section 4: Presentation Information

Presentation Title:

Presentation Synopsis:
(align with HRCI and SHRM Body of Applied Skills & Knowledge)

Please list 3 learning objectives:

How will you be using technology to enhance your presentation? If applicable, specify technology need and utilization. Include any special equipment that you will provide as well as what may be required.

Do you have a co-presenter?

If you do have a co-presenter, please list their full name with professional designations as they'd like it listed in conference materials.

Section 5: Presentation Information Continued

We are seeking diverse delivery methods including gamification, firepit chats, team presentations in addition to a standard lecture style. We are also seeking program content in the following content tracks:

- Leadership
- Interpersonal
- Business
- People Knowledge
- Organization Knowledge
- Workplace Knowledge

Select the below categories that align most closely with your presentation

Leadership Track

- Leadership & Navigation: Navigating the Organization
- Leadership & Navigation: Vision
- Leadership & Navigation: Managing HR Initiatives
- Leadership & Navigation: Influence
- Ethical Practice: Personal Integrity
- Ethical Practice: Professional Integrity
- Ethical Practice: Ethical Agent
- Diversity, Equity & Inclusion: Creating a Diverse and Inclusive Culture
- Diversity, Equity & Inclusion: Ensuring Equity Effectiveness
- Diversity, Equity & Inclusion: Connecting DE&I to Organizational Performance

Interpersonal Track

- Relationship Management: Networking
- Relationship Management: Relationship Building
- Relationship Management: Teamwork
- Relationship Management: Negotiation
- Relationship Management: Conflict Management
- Communication: Delivering Messages
- Communication: Exchanging Organizational Information
- Communication: Listening
- Global Mindset: Operating in a Culturally Diverse Workplace
- Global Mindset: Operating in a Global Environment
- Global Mindset: Advocating for a Culturally Diverse and Inclusive Workplace

Business Track

- Business Acumen: Business and Competitive Awareness
- Business Acumen: Business Analysis
- Business Acumen: Strategic Alignment
- Consultation: Evaluating Business Challenges
- Consultation: Designing HR Solutions
- Consultation: Advising on HR Solutions
- Consultation: Change Management
- Consultation: Service Excellence
- Analytical Aptitude: Data Advocate
- Analytical Aptitude: Data Gathering
- Analytical Aptitude: Data Analysis
- Analytical Aptitude: Evidence-Based Decision-Making

People Knowledge Track

- HR Strategy
- Talent Acquisition
- Employee Engagement & Retention
- Learning & Development
- Total Rewards

Organization Knowledge Track

- Structure of the HR Function
- Organizational Effectiveness & Development
- Workforce Management
- Employee & Labor Relations
- Technology Management

Workplace Knowledge Track

- Managing a Global Workforce
- Risk Management
- Corporate Social Responsibility
- U.S. Employment Law & Regulations

Section 6: Session Format

Select the session format(s) that align with your proposed presentation. If your presentation style goes beyond the default PowerPoint and review format, we encourage innovation and creativity.

Check all that apply:

- Gamification (Description: Incorporate interactive elements and game-like features to engage the audience. Example: Quiz games, audience polls, interactive simulations.)
- Firepit Chat (Description: Foster an informal, conversational setting where speakers engage in a dialogue or discussion. Example: Roundtable discussions, fireside chats, Q&A sessions.)
- Team/Panel Presentation (Description: Multiple speakers collaborate to present different perspectives on a topic. Example: Expert panel discussions, group presentations, diversity of thought.)
- Lecture Style (Description: Traditional presentation with a speaker delivering information to the audience. Example: Keynote address, in-depth analysis, expert insights.)
- Workshop (Description: Hands-on, interactive sessions where attendees actively participate in exercises, discussions, and collaborative activities. Example: Skill-building workshops, problem-solving sessions, interactive tutorials.)
- Roundtable Discussion (Description: Small-group discussions led by a facilitator on a specific topic, encouraging open dialogue and networking. Example: Informal discussions, idea exchange sessions, collaborative problem-solving.)
- Interactive Demonstration (Description: Live demonstrations showcasing products, technologies, or processes, allowing attendees to interact with the content. Example: Product launches, technology showcases, live experiments.)
- Fishbowl Conversation (Description: A panel discussion format where a few participants sit in a circle, discussing a topic while others observe. Audience members can join the discussion by moving to an empty chair. Example: In-depth discussions, exploring different perspectives in an open forum.)
- Storytelling (Description: Speakers share compelling stories to convey information, engage emotions, and captivate the audience. Example: Personal anecdotes, case studies, narrative-driven presentations.)
- Debate (Description: Structured debates with participants presenting opposing viewpoints on a specific topic, encouraging critical thinking. Example: Panel debates, point-counterpoint discussions.)
- Unconference Session (Description: Attendee-driven sessions where participants propose and lead discussions on topics of interest. Example: Participant-led discussions, spontaneous idea sharing, collaborative problem-solving.)
- Other

Audience Engagement

Describe how the proposed format will actively engage and involve the audience. Include any interactive elements or methods of participation:

Section 7: Continued Education

Preferential consideration will be given to those who have previously received recertification credits OR who have pre-identified AND tailored their synopsis to meet [HRCI](#) and/or [SHRM BASK](#) (Body of Applied Skills and Knowledge) requirements.

Has your presentation received HRCI and/or SHRM credits?

If yes, please provide codes and number of credit hours awarded:

Section 8: Target Audience

Strategists and Executives / Living in the Clouds

- Description: This audience is composed of high-level strategists and executives who focus on the big picture and overarching organizational goals. They are visionaries and decision-makers, often dealing with strategic planning and long-term objectives.
- Characteristics: Leadership, strategic thinking, decision-making, visionaries.
- Interests: Future trends, industry disruptions, leadership development, organizational strategy.

Practitioners / The Real HR

- Description: This audience consists of professionals actively engaged in the day-to-day operations of Human Resources. They deal with practical aspects such as recruitment, employee relations, performance management, and compliance.
- Characteristics: Hands-on, operational expertise, HR processes, compliance-focused.
- Interests: Best practices, case studies, practical solutions, compliance updates, HR tools.

Emerging Professionals / Drinking from the Fire Hose

- Description: This audience comprises individuals who are early in their careers or relatively new to the field. They are eager to learn, absorb information rapidly, and gain insights into various aspects of their profession.
- Characteristics: Learning mindset, enthusiastic, seeking knowledge, early-career.
- Interests: Skill development, career growth strategies, industry insights, mentorship.

Identify your target audience(s), check all that apply:

- Strategists and Executives
- Practitioners
- Emerging Professionals

Section 9: References

Please provide the name, organization, email and phone number of three references who can attest to the quality of your previous presentations.

Reference #1

Reference #2

Reference #3

Please feel free to include links to your website or to recordings of yourself presenting at other events.

If there is any additional information that you'd like to share with the committee regarding your presentation, please do so.

Section 10: Next Steps

On behalf of the Speakers Committee, we thank you for your submittal. The Speakers Committee will make selections and notify speakers by April 1, 2024. Inquiries can be addressed to COSHRM by contacting Sarah Martens, (info@coshrm.org). The Team Leads for the Speakers Committee are Lindsay Powers (lindsay.powers@imacorp.com) and Kirstin Guptill (kguptillhr@gmail.com).