** **

**Thank you for expressing interest in presenting to our Members**!

As the Southern Nevada SHRM affiliate, we know the experience of participating in **quality presentations** are of value to both our membership as well as to our presenters. We are passionate about providing that value in the community we serve!

As an Approved Provider, presentations selected by the SNHRA Board of Directors will be submitted by a Board member to be ***pre-approved*** for **SHRM CP/SCP** and/or **PHR/SPHR** recertification credits. **Pre-approval motivates members to attend and promotes an increased audience for your presentation!**

**Next Steps for Presenting with SNVSHRM**

**Presentations should directly relate to SHRM’s HR Body of Competency & Knowledge Model** and/or **HRCI’s Body of Knowledge**.

* Presenters must provide the completed **Presentation Proposal Form** and supporting documentation **30 days in advance** of the seminar date to allow the Board of Directors time to submit the seminar for Continuing Education recertification credits.
* *If the information/documentation is not received by the deadline, SNVSHRM reserves the right to cancel the Presentation or to substitute the presenter and the content.*

**Minimum Presentation length (*excluding breaks/meals*)**

* Membership Meeting Presentations- should be one (1) hour
* Seminar/Workshops should be a minimum of four (4) hours and a maximum of seven (7) hours.
	+ If the proposal is for a 4 hour seminar, we ask that presenters be prepared to offer both a morning session and afternoon session on the same day if attendance warrants.

**Date and Location of Seminar**

* Date to be mutually determined by Presenter and SNVSHRM.
* Unless other arrangements are made, they take place at a location approved and secured by the SNVSHRM Board of Directors.

**Presenters must provide a short biography** (approx. 250 words).

* If the seminar is selected to be presented, the biography will be used in promotional materials and as the presenter’s introduction to the audience.

**Presenters are *valued* volunteers!**

* Our chapter is a Non-Profit organization. Presenters, are not paid for their work or time.
* Presenters must allow for a 5-minute presentation by the Event Sponsor.
* Presenters may not sell goods or services during the presentation but may make arrangements in advance with the Board to promote goods or services at the conclusion of the event.

**Presenters for selected seminars**

* Will be offered a Presenter’s Agreement which must be completed, signed and returned ASAP to the Board.

**SNV SHRM PRESENTATION PROPOSAL FORM**

* **Please complete** this form in order to have the SNVSHRM Board of Directors to consider your presentation.Presenters for selected programs will subsequently be offered a Presenter’s Agreement.
* **Send** this form and any supporting info to snv.shrm.org@gmail.com
	+ **CC email to:** Your SNVSHRM Point of Contact (POC)
	+ **Use subject line**: “Presentation Proposal Form”

**Today’s Date:**

**Proposed Presentation Date of:**

**Presenter’s name:**

**Office Phone:**

**Cell Phone:**

**E-mail:**

**Is the Presenter a current member of SHRM &/or SNVSHRM?** [ ]  Yes [ ]  No

**Are you certified?** [ ]  SHRM-SCP [ ]  SHRM-CP [ ]  SPHR [ ]  PHR [ ]  Other      \_\_\_\_\_\_\_\_\_\_\_\_\_

**Presentation Length** (*excluding break/meal periods*)[ ] **1-hour** [ ] **4-hour** [ ]  **7-hour** [ ] **Other**

**Synopsis of this Presentation’s Audio Visual equipment requirements:**

**Title of this Presentation:**

**Synopsis of this Presentation:**

**In order for our Board to get pre-approval for Continuing Education Credits**, please demonstrate how your presentation **relates\*** to the SHRM HR Body of **Competency & Knowledge Model** and/or the HRCI **Body of Knowledge**.

***\*Want to learn more about ensuring your presentation will qualify for Continuing Education Credits? See below, reach out to your SNVSHRM Point of Contact or a Board Member****!*

[www.shrm.org/Documents/SHRM-BoCK-FINAL.pdf](http://www.shrm.org/Documents/SHRM-BoCK-FINAL.pdf)

[www.hrci.org](http://www.hrci.org)