2017 IPMA-HR Eastern Region Training Forum

CALL FOR PRESENTERS

HR at the Turning Point
A Professional Rejuvenation

IPMA-HR 89th
Eastern Region Training Forum

Holiday Inn
Saratoga Springs, NY
June 4-7 2017
PROPOSAL DUE DATE - NOVEMBER 1, 2016

Please read the following information and proceed to SUBMIT YOUR PROPOSAL to 2017ipmahrproposals@gmail.com.

INTRODUCTION:
The Eastern Region of the International Public Management Association for Human Resources (IPMA-HR) is currently accepting proposals for the 2017 Training and Development Forum. The Forum strives to promote sound practices of Public Sector Human Resources, attracting HR professionals from federal, state and local governments who have a desire to excel in their profession and find solutions for the unique challenges of public sector employment. We invite you to submit a proposal to share your experience and expertise with your colleagues in human resources. The three-day training forum will be held from June 4 – 6, 2017 at the Holiday Inn, Saratoga Springs, NY.

Chapters within the IPMA-HR Eastern Region:
The IPMA-HR Eastern Region Training Forum offers an outstanding program which draws HR professionals from across the eastern United States, including the states of Connecticut, Maryland, Massachusetts, New Jersey, New York, Rhode Island, West Virginia and the District of Columbia.

If you have any questions in regard to the Training Forum and the Exhibitor/Sponsor opportunities available, please do not hesitate to contact me.

Sincerely,

Melanie Keller
2017 Program Chair

2017ipmahrproposals@gmail.com

Proposals:
The IPMA-HR Eastern Region seeks experienced presenters with proven speaking ability. Those with a track record of speaking and performing well at large training forums and events will be given preference. We strive to offer a balanced program of educational sessions by selecting proposals which best fit within the framework and theme of our program. The goal is
to provide forum participants with real-world insights, techniques and methodologies of Human Resource Management in the public sector.

Requirements:
In order to be considered, presentations must be:

- **New** – original presentation for the IPMA-HR Eastern Region Training Forum;
- **Unique** – special, fresh, new, or not available through other mediums / client in-office presentations;
- **Compelling** – evoking interest, attention, or admiration in a powerfully irresistible way; and
- **Applicable** – must demonstrate a pragmatic balance between theory and practice, must be applicable in today’s workplace.

With the exception of the **Exclusive Speaker Opportunity Option** (below), all presentations are to conform to IPMA-HR Eastern Region guidelines, utilizing the IPMA-HR Eastern Region template for power point presentations. Presentations at the IPMA-HR Eastern Region Training Forum are not to promote the products or services of any particular organization (authors excluded).

**Exclusive Speaker Opportunity Option - $1,000***

- **Available Exclusively to Gold and Platinum Forum Exhibitors**
- **45 to 60-minute Concurrent Session on Topic of Choice**
- **The perfect opportunity to showcase the practical applications of your products and services**
- **Limited** - Only three opportunities available at the 2017 Training Forum
- **Your organization provides the Program Title; Description; and Speaker (speaker bio and photo required)**
- **Contact Mark Van Bruggen, Exhibitor/Sponsor Chair (609-292-8452; mark.vanbruggen@csc.nj.gov)**

PROOF OF PAST PERFORMANCE:
The IPMA-HR Eastern Region strives to offer a balanced program of educational sessions and experienced speakers. We recommend submission of proof of past performance. The preferred forms of proof include a CD/DVD of the presenter or evaluations from the program the speaker previously presented. Letters of recommendation (including contact information) are also accepted. Marketing brochures, books and articles do not qualify as proof of performance.
Proof of performance can be submitted electronically with the speaker’s proposal or sent under separate cover to:

Ms. Melanie Keller
IPMA-HR ER Program Chair
957 School Lane
Gambrills, MD  21054-1005
2017ipmahrproposals@gmail.com

PLEASE NOTE: The IPMA-HR Eastern Region is unable to return submitted proof of performance materials.

**Evaluation & Selection:**
The Program Evaluation Team will review all proposals which are complete, meet the criteria outlined above, and are received on or before November 1, 2016. The Training Forum Program Committee will then make the final selections from those that have passed the Evaluation Team’s review.

**EXPECTATIONS: The IPMA-HR Easter Region expects all presenters to:**

- Meet all deadlines
- Retain the session content and audio/visual needs as originally submitted
- Not change the identity or number of presenters without permission from the Program Committee
- Provide high-quality handouts by the date and in the format requested; handouts should be forwarded in electronic format for inclusion on the Training Forum materials medium (e.g. zip drive, CD, app, and/or website)
- Honor the IPMA-HR Eastern Region’s commitment to provide education by not showcasing or promoting the speaker’s practice, services or products
- Respect the IPMA-HR Eastern Region as the sponsoring organization with either positive or neutral comments from the platform; and
- If you are a public sector employee, please check with the Ethics Officer of your organization about any conflicts

**In Return, the IPMA-HR Eastern Region will:**

- Provide each speaker with one complimentary registration to the Training Forum for the day of your presentation and the Training Forum food and beverage offered before 5:00 PM that day.
• Feature your presentation, your photo, bio/contact information in the Training Forum program materials and website.
• Assign a member of the Program Committee to personally assist you with any questions or concerns you may have.
• Grant you valuable professional exposure to public sector HR professionals from throughout the Eastern United States.
• Upon request, provide you with your evaluation scores after the Training Forum closes.
• Provide you with a preliminary and final list of Training Forum attendees.

ABOUT THE PRESENTATION PROPOSAL:
E-mail submissions (2017ipmahrproposals@GMAIL.COM) are to provide the following information about the proposed presentation at the 2017 IPMA-HR Eastern Region Training Forum (additional sheets may be included):

Title / Summary of Session:
In 200 words or less, provide a summary of the content. If you are selected to present, the description submitted may be used in promotional materials including the IPMA-HR Eastern Region website (www.ipma-er.org). Please note: The IPMA-HR Eastern Region reserves the right to revise your title/description for program clarity.

Primary Learning Objective:
Please provide a one-sentence primary learning objective of your presentation. (EXAMPLE: This session will help participants prepare for the changes in the workplace by examining and discussing emerging issues in HR and their effect on day-to-day HR responsibilities). Do not give bullet points, multiple objectives joined by commas or semi-colons, or several sentences.

Type of Presentation:
From the options below, please select at least one description which most closely identifies the type of presentation you propose:

• 45 Minute to 1 Hour Concurrent/Break Out Session
• 2 Hour Plenary Presentation
• Keynote Presentation

Presenter:
Please attach a head-shot photo of the presenter and a brief (one-paragraph) biography of the presenter. The photos and biographies of selected presenters will be used for Training Forum program and
promotional materials. Receiving a head-shot photo and biography in advance will significantly reduce the time to organize Training Forum materials. Please also provide your contact information in the event that the Evaluation Team or Program Committee has questions about your proposal.

**Submitting your proposal:**
All submissions must be received via e-mail to the IPMA-HR Eastern Region Program Committee e-mail address at **2017ipmahrproposals@gmail.com** **on or before November 1, 2016.** The status of all proposals will be acknowledged by December 30, 2016.

By submitting your proposal, you agree:

- To adhere to the stipulations as stated in this Call for Presenters;
- To adhere to the deadline schedule as furnished by the Training Forum Program Committee; and
- To not use your presentation as a showcase for the promotion of your business, practice or product.

**THEME:**
The theme for the 2017 IPMA-HR Eastern Region Training Forum is:

**HR AT THE TURNING POINT: A PROFESSIONAL REJUVENATION**

The theme was carefully selected to demonstrate that the HR profession is truly at a turning point as the workforce changes and many HR processes and techniques have been transformed due to ever-changing workplace demands. HR has moved through the expansive technology revolution and now is faced with new and unique demands of a 21st century workforce. Saratoga Springs is recognized as a place that signifies the “turning point” of the American Revolution. This theme also harnesses the need for our profession to be rejuvenated. As baby boomers retire, and the next generations move into different HR roles, the HR profession will change and grow. The theme is intended to focus on techniques that will provide support and development for the changing HR workforce with a specific focus on rejuvenation, wellness, and positive energy at Saratoga Springs, known for its natural springs and renewal.

**SUGGESTED TOPICS:**
Suggested program topics include (but are not limited to):

**Strategy & Organizational Issues**
- Intergenerational Work Environments and Best Practices
- HR at the Table – How You Can Keep That Seat
Handling Layoffs, Mergers, Downsizing, Restructuring
-Workforce Planning
-Trends in HR: Shared Services
-Advancing Mobility and IT in HR
-Technology Tools
-Data Management
-Project Management in HR
-Incident Planning and Emergency Response

Diversity/Labor/Employee Relations/EEO
-Diversity & Inclusion
-Cultural Diversity
-American Disabilities Act Compliance/Reasonable Accommodations
-Medical Issues and Disability Integrations at Work
-Transgender Issues in the Workplace
-Civility & Respect
-Improving the Employer/Labor Union Relationship

Benefits & Compensation
-Affordable Care Act
-Fair Labor Standards Act (FLSA)
-Results of National Labor Relations Board (NLRB) Cases
-Pension Crisis
-Resources for Veterans
-Low-Cost or No-Cost Benefit Options: Adding to the Portfolio on a Tight Budget

Recruitment, Staffing, Performance, and Retention
-Onboarding Best Practices
-Retention Strategies
-Changing Pools of HR talent
-Changing Nature of the Workforce
-Merit System Reform
-Talent Management & Performance
-Veterans Placement Programs
-Motivation
-Recruiting the Millennials & Beyond
-Classification Study Best Practices
-Job Rotations & Job Sharing within a Classification System

Learning, Leadership, and Competency Development
-Communication
-Emotional Quotient (EQ)
- Building HR Intern/Development Programs
- Engagement & Trust
- Leadership Styles
- Building Powerful Relationships at Work
- Energy Leadership
- Coaching
- Learning & Development Strategies
- Organizational Dynamics – Managing Conflicts
- Competency Models – Various Delivery Methods
- Strength-Based Leadership / Strength Finder
- Workplace Etiquette in the 21st Century
- Developing & Implementing a Comprehensive Employee Training Program
- Developing Senior Management of the Organization
- Managing the Over-Achievers

**Wellness and Work Life**
- Mindfulness
- Energy and Balance
- Workplace Wellness Programs
- Rejuvenation and Refueling Self
- Changing Family Dynamics and Work Life Balance
- Stress Reduction Techniques
- Mental Illness in the Workplace
- Focus on Optimal Health
- Family Management Techniques

**PROCEED TO SUBMIT YOUR PROPOSAL TO:**
[2017ipmahrproposals@gmail.com](mailto:2017ipmahrproposals@gmail.com)