



Human Resources  
Professionals  
Association

## Professional Development Speaker Submission Form

\*Required fields

### Speaker Information

- \* Prefix (Mr., Ms., Dr.): \_\_\_\_\_
- \* First Name: \_\_\_\_\_
- \* Last Name: \_\_\_\_\_
- Designation: \_\_\_\_\_
- \* Title: \_\_\_\_\_
- \* Company: \_\_\_\_\_
- \* Address: \_\_\_\_\_
- \* City: \_\_\_\_\_
- \* Province/State: \_\_\_\_\_
- \* Postal/Zip Code: \_\_\_\_\_
- \* Country: \_\_\_\_\_
- \* Cell Phone Number: \_\_\_\_\_
- \* Alternate Phone Number: \_\_\_\_\_
- \* Email: \_\_\_\_\_

### Speaker Biography:

Please limit length to 200 words. Copy and paste from your pre-existing document or type directly into the field below.

**(Remove all formatting, including bullet points. Use plain text only)**

Primary Contact

Primary Contact if Different from Above (for example, agency, assistant, agent)

Primary Contact Name: \_\_\_\_\_

Company/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Please check our website for HRPAs Competency Model:**

<https://www.hrpa.ca/Documents/Designations/HRPA-Professional-HR-Competency-Framework.pdf>

**Core Competencies:**

(Please select ONLY one)

- Strategy
- Professional Practice
- Organizational Effectiveness
- Workforce Planning & Talent Management
- Labour & Employee Relations
- Total Rewards
- Learning and Development
- Health, Wellness, and Safe Workplace
- Human Resources Metrics, Reporting, and Financial Management

**Enabling Competencies:**

(Please select one or more)

- Critical thinking and analysis
- Technological savvy
- Research skills
- Quantitative skills
- Critical legal thinking
- Emotional intelligence
- Project management
- Decision-making skills
- Business acumen
- Independence
- Ethical behaviour and professionalism
- Relationship management
- Negotiation and influencing
- Strategic and organizational leadership
- Integration

## **Presentation Information**

### **\* Title of Presentation:**

Please provide a descriptive and compelling presentation title.

*For example, instead of 'Employee Engagement,' use 'The Five Critical Ingredients for Employee Engagement.'* Please limit length of title to 10 words.

### **\*Session Description (Please limit to 200 words)**

Please provide a general overview of your session.

*Include: why this topic is of importance to HR and business professionals, and what, if any, research findings it is based on.*

### **\*Learning Outcomes:**

Please include 5 or more specific learning objectives of your session in point form. Include what usable tools

can be implemented at the workplace. Please remove formatting and use plain text only)

For example, Attendees will learn: How to evaluate alternative approaches to outsourcing

**\* Intended Audience:**

Foundational Level: Basic knowledge and practices that build a platform for future success; a focus on skills development. Includes all the foundational components they need to have to be effective in an HR role.

Intermediate Level: Essential knowledge and practices that advance professional success; a focus on career advancement. Managing as an HR professional (have the foundational skills, but now they need to know how to manage people)

Advanced Level: Advanced knowledge and practices that advance the profession and lead others; a focus on leadership and personal legacy. Leading as an HR professional (have the foundational and some/or most of the intermediate level skills, but now they need to know how to be part of a leadership team as well as influence the President/CEO)

All: All three levels will benefit

\*Will you be speaking alone or with a co-speaker?

Alone

Co-Speaker

**Co-Speaker Information**

\* Prefix (Mr., Ms., Dr.): \_\_\_\_\_

\* First Name: \_\_\_\_\_

\* Last Name: \_\_\_\_\_

Designation: \_\_\_\_\_

\* Title: \_\_\_\_\_

\* Company: \_\_\_\_\_

\* Address: \_\_\_\_\_

\* City: \_\_\_\_\_

\* Province/State: \_\_\_\_\_

\* Postal/Zip Code: \_\_\_\_\_

\* Country: \_\_\_\_\_

\* Cell Phone Number: \_\_\_\_\_

\* Alternate Phone Number: \_\_\_\_\_

\* Email: \_\_\_\_\_

**Co-Speaker Biography:**

Please limit length to 200 words. Copy and paste from your pre-existing document or type directly into the field below.

**(Remove all formatting, including bullet points. Use plain text only)**

**\* Vendor-neutral content:**

Your presentation may contain no "sales pitches" or sales-oriented material. Although positive exposure is generally a natural side-effect of presenting at the conference , your session must focus entirely (with the exception of a brief, "non-salesy" mention of the solution employed, if relevant) on substantive content that the audience can implement and benefit from without necessarily buying any particular product or professional service.

**\* Presentation Materials:**

It is mandatory that all selected speakers submit their Power Point presentations and any handouts by the deadline date shown in the speaker contract that will be sent to you by the HRPA Professional Development department.

**Please Note:** All presentations will be used by HRPA for the purposes of downloading to the speaker's assigned presentation room and to copy as handouts for our *seminar/mini-conference/workshops* participants or for on-demand webinar viewing (for a minimum period of 1 year).

**\* Recording Presentations:**

The Speaker understands that HRPA may want to record, reproduce, publish and distribute the Speaker's presentation (the "Work") and that such Work will be made available after the session for sale. The details will be outlined in the Speaker contract that will be sent to you by the HRPA Professional Development department.

**\*Radius Protection:**

I agree that I will not deliver a presentation of the same nature to a similar audience in the Greater Toronto Area (GTA) within 3 months prior and 3 months after this event. For more information regarding the radius protection agreement, please contact Lata Viseu, [lviseu@hrpa.ca](mailto:lviseu@hrpa.ca) (416) 923-2324, Ext. 304.

**Copyright:**

I agree that, by the act of submission of this presentation proposal that I will not infringe on the copyright or other intellectual property rights of any third party, and that I will indemnify HRPA completely from any action that may occur as a result thereof.

**Testimonials:** Please provide testimonials of past speaking engagements)

**References:** (Please provide 3 speaker references with contact information)

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*Please notify the Professional Development team at [professionaldevelopment@hrpa.ca](mailto:professionaldevelopment@hrpa.ca) if the information submitted or your availability changes.*