



2020 MAINE HR CONVENTION REQUEST FOR PROPOSALS

THE PURPOSE of this Request for Proposals (RFP) is to solicit proposals for professional conference speakers for the upcoming Maine HR Convention, presented by Strategic HR U.S.

Conference speakers must be willing to provide their services pro bono public (without expectation of payment) for the good of Human Resource professionals and in support of the goals and objectives of the Maine HR Convention. Presenters selected through this proposal process can expect a wide range of exposure before conference attendees and are welcome to attend all conference activities for the full week, including meals, free of charge.

OUR MISSION is to curate unique conference experiences that cultivate progressive practices in the Human Resources Community.

BACKGROUND: The Annual Maine HR Convention anticipates over 900 conference attendees including sponsors, presenters, and exhibitors. Attendees represent a variety of professional industries within the HR community across the state of Maine from entry-level, middle management, and leadership positions within companies. Many also serve as individual consultants.

DEADLINE for submission is August 12, 2019. Applications will be reviewed on a rolling basis, giving priority to those received first.

SUGGESTED PRESENTATION AREAS include but are not limited to: Building a Great Workplace, Legal Compliance, HR Skill Building, Talent Acquisition, Wellness, Strategic Business, Leadership, Professional Development, Healthcare and Benefits. All content will be submit to SHRM and HRCI for recertification credit approval. Feel free to go in any direction you think will provide a winning subject for the HR Convention stage. Play to your strengths.

WHAT WE VALUE in a speaker: Breadth and depth of knowledge. Relevant and timely subject matter. Stage presence. Audience engagement. Creation of quality session materials and takeaways.

ALL PROPOSALS submitted by the due date will be notified of the results of this solicitation. It is expected that if you are selected as a professional presenter, you will honor your commitment to speak at our event.

Strategic HR U.S.



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APPLICATION FOR 90-MINUTE WORKSHOP

By submitting this application, you agree to the following terms if selected as a member of the faculty:

1. **The Convention dates are May 12-15, 2020.** We assume you are available on any of the days, unless noted otherwise.
2. **Faculty receive a complimentary, 4-day Convention pass** for their personal use and can decide to attend any number of days including the day they are speaking. Because this Convention always is at capacity, we cannot provide additional complimentary passes to anyone other than the faculty members themselves. This pass is not transferable.
3. **Faculty scheduled to speak before 10:30 a.m. will receive a complimentary overnight room** for the evening before their session. The room may be at the Samoset or another nearby property. All other accommodations are on your own.
4. **You agree to provide pre-Convention session materials** for inclusion in the Convention mobile app and online portal. Please note, we do not print these materials. The deadline for submission of these session materials is February 28, 2020.
5. **You will provide specific requests for AV and room set up as part of this RFP.** As a general rule, rooms are set in a mix of theater and class-room style with microphones, LCD projectors, and screens available. Faculty members must use microphones.
6. **Faculty members requiring a projector for their presentation must bring the following items:**
 - a. Laptop loaded with presentation materials
 - b. Back up copy of the presentation on a flash drive.
 - c. Submit a copy to Katie White, the Faculty Liaison, via email before the Convention - Katie@StrategicHRus.com
7. **Faculty members are encouraged to promote the Convention** on their websites, social media, and e-communications with clients.
8. **Faculty members are reminded that their presentation is not a forum to market their company or services.**

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