



REQUEST FOR PROPOSALS

for

PROFESSIONAL CONFERENCE SPEAKERS

HR VIRGINIA 2023 ANNUAL CONFERENCE

Greater Richmond Convention Center Richmond, VA

<https://www.events.hrvirginia.org/2023AnnualConference>

April 23-26, 2023



TABLE OF CONTENTS

I. Purpose	2
II. Background.	2
III. General Information.....	3
IV. General Instructions and Selection Process	4
V. Specific Proposal Instructions	5
VI. Timelines and Terms	8

Preface:

Please note: Our current plans are to meet in-person at the Greater Richmond Convention Center (GRCC) for the 2023 HR Virginia Annual Conference scheduled for April 23 – 26, 2023. The safety of all our guests, including our Presenters, is paramount. To provide the safest environment possible for all in attendance, we will expect everyone on site to follow the established safety precautions as mandated by the state, city, hotel and/or the conference leaders.

I. Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals for professional Conference Speakers for the upcoming Virginia Society for Human Resource Management (SHRM) Annual Conference, sponsored by HR Virginia – Virginia SHRM State Council, hereby referred to as **HR Virginia** in this document. Conference Speakers must be willing to provide their services **pro bono publico** (without expectation of payment) for the good of the Human Resources Management profession and in support of the goals and objectives of the Conference.

II. Background

HR Virginia Profile

HR Virginia represents well over 10,000 human resource professionals in the State of Virginia and Washington, DC and is the state affiliate of the [Society for Human Resource Management](#) (SHRM).

Founded in 1948, SHRM is the world’s largest association devoted to human resource management. The Society has more than 250,000 members and is the global voice of the profession. HR Virginia is a 100% volunteer, non- profit entity whose primary objective is to support the mission and initiatives of SHRM through education.

We coordinate professional development efforts, and serve as the conduit for communication among SHRM, chapters and at-large members. Virginia has 18 SHRM-affiliated chapters across the state, each providing programming and networking opportunities in the local area. In addition, the state is divided into 5 geographic districts with district directors that provide support to the chapters in their region. There are 37 student chapters that connect students attending Virginia schools to SHRM.

Our volunteer Council consists of a president and officers that manage the daily operations of the Council. There are also positions that represent the key areas of focus for the HR profession. Some of these areas include certification, college relations, diversity, equity & inclusion, governmental affairs, membership, technology, and workforce readiness/military/veterans and SHRM Foundation. The HR Virginia Annual Conference is 100% planned and run by members and conference committee members volunteering their time and expertise.

Conference Profile

HR Virginia expects Conference attendance of 600+ in-person attendees, the majority of whom will include, but not be limited to, senior Human Resources (HR) professionals, supervisors, managers, and directors currently practicing in the Human Resources field from a variety of sectors across the Commonwealth of Virginia and other states as well.

Conference subjects and topics to be covered will include, but not limited to, the 15 Functional Areas of Knowledge in the SHRM Body of Competency & Knowledge™ (SHRM BoCK™)¹ as well as the HRCI Body of Knowledge which consists of 6 content areas, all of which are detailed later in the body of this RFP, under "Proposal Instructions."

All proposed presentations should meet the criteria for eligibility for recertification credit from both SHRM and HRCI. Preference may be provided for sessions designed for business and strategic programming at the senior leader level that results in HRCI-Business Credits. Additionally, presentations may focus broadly or narrowly on a type of business sector as it relates to for-profit, not-for-profit, public sector, and government contracting.

Conference sessions may be incorporated into various learning tracks such as Entry Level HR "nuts and bolts," "Mega" Series in HR, Leadership, and / or Strategic Management.

The Conference will be held at the Greater Richmond Convention Center in Richmond, Virginia. This venue offers an atmosphere for fun and learning for our conference attendees in a business casual environment, with numerous opportunities for professional development, networking, and entertainment. The Conference will utilize a variety of learning formats, including concurrent breakout sessions, extended Mega sessions, and general session keynote addresses.

Conference Theme

You are encouraged to incorporate the HR Virginia 2023 Annual Conference theme, **Recharge, Refresh & Re-Engage**, in your session title and presentation. As we come out of the pandemic, we want to prepare for a positive productive future. These three words form the theme for the tracks that we want to explore for this conference.

We need to **Recharge** as human resource professionals, focusing on our mental and physical health as well as those we support. Some topics may include wellness programs at work for varying size organizations, Human Resource's role in DEI or individual mindfulness and development.

Human Resource professionals need to **Refresh** to stay relevant in the ever-changing working environment. The pandemic provided HR an opportunity to engage with senior management and become a part of the team. Brushing up on old skills and learning new skills are more relevant than ever. The compliance landscape continues to change. HR must be more creative to recruit and keep the talent that drives organizational business goals. The work environment continues to change rapidly with the new hybrid work environment. What other trends should HR prepare to encounter?

Finally, HR must **Re-engage**. HR's new role is about stewarding the culture of respect and equity at all levels, setting and achieving the workforce and talent agenda, delivering the business strategy, driving workforce performance and engagement, and enhancing the experience for the organization's people. Companies must quickly anticipate, adapt, maneuver, make decisions, and shift course in an agile way more than ever before to brave the future. With the economy tightening, HR departments will continue to be asked to do more with limited resources. What tactical and strategic training will help HR professionals be more impactful?

There is much to consider, much to learn, and much to appreciate and celebrate as we continue our journey through 2023. The conference is an opportunity for our community to celebrate our contributions and become inspired by – and participate in – where we are going. Embrace future possibilities for improving ourselves, and building relationships, in the world of work.

¹ More information about the SHRM BoCK can be found by visiting <http://www.shrm.org/certification/about/bodyofcompetencyknowledge/pages/default.aspx>

III. General Information

- A. Send questions about this RFP to the Conference Speakers Committee speakers@hrvirginia.org
- B. All qualified persons are encouraged to submit proposals. HR Virginia does not discriminate against individuals in regard to age, color, disability, gender identity, family status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.
- C. Conference sessions and workshops are available as follows. Offerors may submit proposals for any or all of the services requested, all of which should be entered on the same submittal.
- Concurrent breakout session, one hour (1.0 hour) in length (intended audience of 100 – 200 conference attendees)
 - Mega session, two hours (2.0 hours) in length intended for in-depth coverage of a topic with attendee participation intended audience of 100 – 150 conference attendees

HR Virginia reserves the right to select proposals that, in its sole discretion, are relevant topics to our audience, meet the planned events and theme of the Conference as well as the criteria set forth within this RFP.

- D. **To complete the HR Virginia 2023 Annual Conference Speaker Application process**, all speaker RFP information will be collected through an on-line submission form at the Conference website, Speaker page using this link:
<https://www.events.hrvirginia.org/2023annualconference/2526267>

Reminder: You may submit up to three topics for consideration. Please submit your final three topics on one submittal. Submissions are due no later than 5:00 PM (EST) on Wednesday, November 30, 2022.

- F. Proposal information submitted by the due date will become the property of HR Virginia and will not be returned. Information submitted will not be shared or used outside of its intended purpose stated in this document.
- G. Proposal submissions will not be viewed publicly. However, all offerors who made proposals will be notified of the results of this solicitation process.
- H. HR Virginia reserves the right to accept or reject any or all proposals or waive any informality in its selection of Conference Speakers. Offerors must give notice in writing within two (2) business days after the closing date when exercising their right to withdraw their proposal. Notice shall be delivered to the Speakers Committee via email at speakers@hrvirginia.org

IV. General Instructions and Selection Process

The HR Virginia Annual Conference Program Committee will evaluate the proposals received and select the professional Conference Speakers it desires to participate in the Conference. *The proposals shall be Responsive and Responsible.* A proposal is considered “Responsive” if it conforms exactly to the requirements in this Request for Proposals. A proposal is “Responsible” if the offeror has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will assure good faith performance. Based on the selection criteria, HR Virginia will hold discussion/s with the best-qualified offerors and select the Conference Speakers who best meet the needs of the HR VIRGINIA Annual Conference Committee. Offers of selection of Conference Speakers shall be at the sole discretion of the HR Virginia Annual Conference Program Committee.

An offeror's submission shall include information highlighting your ability to meet each of the SELECTION CRITERIA listed below. The proposals will be evaluated considering the following items listed in rank order of importance with corresponding potential points as shown below in addition to the basic requirements outlined above.

1. Quality, availability, and adaptability of the services and related products offered in conjunction with HR VIRGINIA'S desired needs for the HR Virginia Annual Conference. The proposed topic must address topics approved by SHRM and HRCI for professional recertification.
2. Quality of performance and services to previous and existing clients; reputation and experience of the selected offeror.
3. Capability of the selected offeror to perform the services desired by HR VIRGINIA within a specific budget (pro bono publico) and time constraints and provide supportive and related administrative services to implement such services.

V. Proposal Instructions

All proposal information will be collected through an on-line speaker submission form located on the HR Virginia 2023 Conference website at <https://www.events.hrvirginia.org/2023annualconference/2526267>. Please be mindful of grammar, spelling and capitalization as your information will flow directly to other areas of the Conference website and App if you are approved as a speaker. Presenters may submit up to three topics. Topics should be listed on one RFP submission. The online submission process will ask for the following information:

- A. Personal Information** to include First Name, Last Name, Email Address, First Name for Name Badge, Mobile Phone, Bio Summary, LinkedIn Page, Twitter Handle.
- B. Professional Information** to include Company Name, Job Title, Company Website, Work Phone, City, State, Profile Image, etc.
- C. Session Information (Note: You may submit up to three topics for consideration. All topics must be submitted on one RFP application.)**

1. Session Title. State the proposed title of your presentation, session, or workshop. HR Virginia reserves the right to suggest changes in the proposed session/s and to edit the session title if your proposal is accepted.
2. Session Description. In 250 words or less describe your proposed topic for your presentation, and specifically address the relevance of your proposed topic to HR professionals. Be concise as possible as this will appear in the Agenda section of the HR Virginia 2023 Annual Conference website and app. HR Virginia reserves the right to revise the description for consistency, applicability, and space limitations.
3. Session Type. Indicate the recommended/preferred amount of time that should be dedicated to this subject.
 - Breakout sessions will be one hour (1.0 hour) in length
 - Mega sessions will be 2 hours (2.0 hours) in length to allow more in-depth discussion
4. Program Level, HRCI and SHRM Body of Knowledge Area and if the submitted presentation has been previously approved by SHRM or HRCI for credit.

Program Level

Entry level professionals
Mid-level professionals
Senior professionals

HRCI BoK Area

Business Management and Strategy
Workforce Planning and Employment
Human Resource Development
Employee and Labor Relations
Compensation and Benefits
Risk Management

SHRM BoCK Area

Leadership & Navigation
Business Acumen
Ethical Practice
Relationship Management
Communication
Consultation
Critical Evaluation
Global & Cultural Effectiveness
Communication

HR Functional Expertise: People (HR Strategic Planning, Talent Acquisition, Employee Engagement & Retention, Learning & Development, Total Rewards)

HR Functional Expertise: Organization (Structure of the HR Function, Organizational Effectiveness & Development, Workforce Management, Employee & Labor Relations, Technology Management)

HR Functional Expertise: Workplace (HR in the Global Context, Diversity & Inclusion, Risk Management, Corporate Social Responsibility, US Employment Law & Regulations)

5. Three (3) Learning Objectives for the proposed Presentation. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior, such as: "**After participating in this workshop, participants will be able to...**" Please reference specific responsibilities and knowledge areas from the HRCI HR Body of Knowledge, available for reference at <https://www.hrci.org/how-to-get-certified/preparation-overview/human-resource-body-of-knowledge> and the SHRM BoCK, <https://www.shrm.org/learningandcareer/competency-model/pages/default.aspx>.
6. Books you have authored.
7. List any unique AV and / or room configuration requirements. PLEASE NOTE: All session rooms will be set in a classroom or theater configuration and equipped with internet access, a laptop computer with audio cable, projector, screen, wireless clicker and presenters equipped with a wireless lavalier microphone. Additional AV or room configuration needs must be noted in your proposal and approved by the HR Virginia Conference Planning Committee.
8. Evidence of Professional Qualifications and Credentials. Include relevant education, Professional Certifications, personal and professional awards and/or commendations received personally or as a "key player" in the organization for specific project/s. Include your public speaking experience/s, listing similar presentations with particulars about when, where, size of audience, subject, etc. You may attach a resume for further elaboration.
9. Demonstration of Presenter Ability. Provide evaluation results from a past presentation on the topic and a link or video attachment of you presenting that demonstrates your style and ability. Preferred videos will include content related to the proposed topic.
10. Professional References. Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker.
11. Prior Presenter at a HR Virginia/Virginia SHRM Annual Conference. Please list the dates and topics where you have presented at a prior HR Virginia/VASHRM Conference.
12. Co-Presenter(s). If co-presenter(s) are being proposed for your presentation, please provide their name(s) in your submission. Any co-presenter should complete the co-presenter application with their personal information. You as the primary speaker, will provide all topic related information and speaker qualification information. The co-presenter form can be found at <https://www.events.hrvirginia.org/2023annualconference/2526267>

D. Additional Information

HR Virginia Speakers Bureau. You authorize HR Virginia to post your name and contact information on its Speakers Bureau as a resource to our local chapters looking for speakers for their chapter programming. All arrangements are made between you and the local chapter.

- E. **Credential & Acknowledgement:** The proposed presenter's acknowledgement on the on-line submission acknowledges that he/she has read this Speaker RFP document and will provide professional conference speaking services **pro bono publico** for the good of the Human Resources Management profession and in support of the goals and objectives of the Conference. Any requested exceptions to this practice must be detailed in your proposal and are subject to review by HR Virginia and the HR Virginia Conference Planning Committee.

VI. Timelines and Terms

The selected Speakers will be subject to the following provisions:

- A. **Agreement to Perform Conference Speaking Services.** The dates, timelines, and terms of the Conference speaking engagement will be outlined and confirmed in writing by the HR Virginia Annual Conference Program Committee to selected offerors after proposals are selected.

- B. **Pro Bono Publico.** Presenters selected must be willing to provide their services **pro bono publico** (without expectation of payment) for the good of the Human Resources Management profession and in support of the goals and objectives of the Conference. Accepted Speakers can expect:

- a wide range of exposure to Human Resource professionals across Virginia and DC, including listings on the conference website and program;
- ability to participate in all Conference activities, including meals, at no charge on the day(s) of their presentation(s);
- discounted registration to the entire conference (**advanced registration is the speaker's responsibility**); and
- Richmond offers ample accommodations within close proximity to the convention center. Speakers are responsible for booking accommodations directly with their hotel of choice for the night(s) required. **The cost of the room is the speaker's responsibility.**
- Rooms will sell out and we cannot guarantee availability. We encourage you to decide about your attendance for the full conference quickly upon being notified of your acceptance to speak.

- C. **Indemnification and Insurance.** The selected offeror will indemnify and agree to hold HR Virginia harmless from any liability, which may be imposed against HR Virginia by reason of its acts or omissions.

- D. **Non-solicitation.** Marketing and sales to attendees may only be conducted in the Exhibition area if the Conference Speaker has also contracted to procure a booth. Conference presentations must not be used as a platform to promote products or services. If you are interested in procuring an Exhibitor's Booth, please visit our website at <https://www.events.hrvirginia.org/2023AnnualConference>.

- E. *Discrimination prohibited.*** The selected offeror will not discriminate against any employee or applicant for employment in regard to age, color, disability, gender identity, family status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information, unless required as a bona fide occupational qualification reasonably necessary to the normal operations of the selected offeror.

HR Virginia and the HR Virginia Annual Conference committee reserves the right to cancel the engagement with the speaker at any time with or without cause and with or without notice, and in the event of any such cancellation, HR Virginia shall have no liability to the speaker as a result of the cancellation.

- F. *Credential & Acknowledgement:*** The proposed presenter's acknowledgement on the on-line submission acknowledges that he/she has read this Speaker RFP document and will provide professional conference speaking services ***pro bono publico*** for the good of the Human Resources Management profession and in support of the goals and objectives of the Conference. Any requested exceptions to this practice must be detailed in your proposal and are subject to review by HR Virginia and the HR Virginia Conference Planning Committee.