



Arizona Total Rewards Association
Annual Conference August 2, 2018
Thunderbird Executive Center, Glendale, AZ

Speaker Request for Proposals

Interested in presenting at Arizona Total Rewards Association's 2018 Annual Conference?

ATRA is currently searching for dynamic speakers for its Annual ATRA Conference on August 2, 2018 at the Thunderbird Executive Center in Glendale. Attendees are most interested in total rewards topics, which range from compensation, benefits, compliance, to employee communications.

This year's conference theme is "Breakthrough to Excellence!" so we are particularly interested in presentations that highlight new concepts and trends or best practices that lead to the advancement of the total rewards profession as well as the general improvement of employee performance and engagement. We would like to see creative and innovate content that is backed by strong thought leadership, research, and anecdotes.

All proposals must be submitted to speakers@aztotalrewards.com by April 27, 2018.

ATRA anticipates notifying all prospective speakers of their proposal status by May 4. Please do not contact ATRA regarding your proposal submission prior to this date. ***If selected, your final presentation will be due to ATRA by May 18, 2018 and by accepting the speaking opportunity, you agree to be present in person for your presentation at the conference on August 2, 2018.***

Thank you, and good luck with your submission(s).

Presentation Notes:

1. Each speaker will be allotted 45 minutes, which includes any time for Q&A.
2. Topics should be relevant and relate to the conference theme: Breakthrough to Excellence.
3. In addition to the speaker proposal submission form, we would appreciate receiving a copy of a recent PowerPoint and/or handout created for this presentation or a recent, very similar presentation you have done. A final copy of your presentation will be due June 8.

CONFERENCE SCHEDULE

To achieve a balanced conference program, ARIZONA TOTAL REWARDS ASSOCIATION will determine the times that presentations are given.

ABOUT ARIZONA TOTAL REWARDS ASSOCIATION

ATRA's mission is to serve the needs of Compensation and Benefits professionals by providing resources in support of their profession. ATRA is committed to advancing the capabilities of the profession and to ensure the member's value in the development and execution of organizational total rewards strategies.

Our members come from all over the Phoenix and Tucson areas and represent HR college and university students to entry-level practitioners to the most highly advanced executive level



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individuals in the HR profession.

TARGET AUDIENCE

A majority of the conference participants will be full-time compensation and/or benefits professionals in executive, management, or independent contributor roles. We anticipate over 100 participants to attend from across Arizona.

CONFERENCE PROGRAM TRACKS AND LEARNING LEVELS

Program Tracks

Conference sessions will be categorized by program tracks and learning levels. All programs should fall under the general topic of total rewards, but specifically, may relate to Compensation, Benefits, Compliance, and Employee Communications.

Learning Levels

The learning levels are as follows:

Early Level

- Is a specialist in a specific support function, or is a generalist with limited experience
- Holds a formal title such as, but not limited to, HR assistant, junior recruiter, or benefits clerk

Mid-Level

- Is a generalist or senior specialist
- Manages projects or program
- Holds a formal title such as, but not limited to, HR manager, generalist, or senior specialist

Senior Level

- Is a very experienced generalist or specialist
- Holds a formal title such as, but not limited to, senior manager, director, or principal

Executive Level

- Typically is one of the most senior leaders in HR
- Holds the top HR job in the organization or VP role

Proposals should designate the program track(s) and learning level(s) to which the proposed session best applies.

SELECTION CRITERIA

The selection process follows a rigorous review of every proposal submitted. The Program Selection Committee strives for a diverse and well-balanced conference.

The Program Selection Committee will evaluate proposals submitted based solely on the information provided and will make final selections accordingly.

Arizona Total Rewards Association will attempt to notify all proposal submitters by early May. Please do not call Arizona Total Rewards Association regarding acceptance or rejection of your proposal, unless you have not been notified by the end of May.



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The Program Selection Committee encourages proposals from different companies and organizations representing diverse points of view. The committee requests companies to submit their best proposals and to limit the number of proposals they submit to two.

Each proposal will be reviewed carefully for:

- Completeness, accuracy, and clarity of the proposal
- Well-defined, realistic learning objectives that can be met in the time allotted
- Clear, specific, and informative content and linkage of content to learning objectives
- Content that is current and practical or cutting-edge
- Presenters with expertise in the topic area and prior speaking experience in front of large groups

We reserve the right to not accept Incomplete or late proposals.

*Proposals submitted to sell a product are not acceptable.

Preference will be granted for sessions which meet the Human Resource Certification Institute's (HRCI's) guidelines for business management as well as the SHRM Body of Competency and Knowledge (SHRM BoCK).

Some general parameters provided on the [HRCI](#) website.

To learn more about the general parameters for the SHRM BoCK [click here](#).

SPEAKER MATERIALS

The conference is a green conference. If you are selected to present at the Arizona Total Rewards Association conference, you will be required to meet the following timelines:

Submit a final electronic copy of your presentation by May 18, 2018. We will not be providing copies of the handouts at the conference so it is very important that your handout be provided electronically, in a highly recognizable format, for ATRA to post for attendees at the conference webpage. Please note that attendees have provided negative feedback in regard to presentations they cannot view slide content prior to conference.

AVAILABLE PRESENTATION RESOURCES AND TECHNOLOGY

- A microphone, projector, and screen will be provided.
- Speakers will be expected to use their own laptop to project the presentation.

REGISTRATION

As a nonprofit association, ARIZONA TOTAL REWARDS ASSOCIATION does **not** provide honoraria for presentations. Presenters should cover all of their individual travel and hotel expenses. One speaker per concurrent session and pre-conference workshop is provided with a full complimentary registration, including lunch and attendee events.

ATRA POLICY ON EDUCATIONAL PROGRAMMING

Arizona Total Rewards Association programs are noncommercial. Individuals should refrain



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from using brand names and endorsing specific products. Session topics should not be related to a specific product or service the presenter endorses. **Under no circumstances should a podium be used as a place for direct promotion of a speaker's product, service, or monetary self-interest.** Presenters also must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

Arizona Total Rewards Association is committed to ensuring that there will be a number of culturally diverse presenters.



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SPEAKER PROPOSAL SUBMISSION FORM

Please complete and return this form to speakers@aztotalrewards.com by April 27, 2018.

First Name _____

Last Name _____

Title _____

Organization _____

Certification(s) _____

Phone _____ Alternate _____

E-Mail _____ Alternate: _____

Street Address _____

City _____

State _____

Zip Code _____

URL _____



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PRESENTATION TITLE

Please limit the proposed title 10 words. Do not use all capitals, abbreviations, acronyms, or trademarks.

PROGRAM TRACK

Please select the one program track that best fits the proposed presentation

- Compensation _____
- Benefits _____
- Compliance _____
- Employee Communications _____
- Technology _____

LEARNING LEVEL

Please select the one learning level that best fits the proposed presentation.

- Entry Level _____
- Mid-level _____
- Senior Level _____
- Executive Level _____

CREDITS (HRCI or SHRM PDC credits)

Does this session qualify for business credit? If this presentation has been approved previously, please provide the name of the group or conference for which the presentation was conducted and the HRCI or SHRM PDC number.

PRESENTATION OVERVIEW

Provide a 100-150 word description of the proposed conference session/presentation. It is crucial that the overview is a clear and accurate summary of the content of your proposed presentation, as this information will be displayed in conference communication materials. The program overview should be written in third person present tense.

LEARNING OBJECTIVES

Provide 3-5 learning objectives. A learning objective describes what conference attendees will learn or be able to do at the end of the session.

BIOGRAPHY

Please type below or attach a brief biography – limited to 200 words. If you are selected as a speaker, this will be used to introduce you at the conference session.
