

Programs Chair(s)

Basic Function:

To identify and secure break out speakers for the State SHRM Conference.

Time Commitment: Before Conference – High, During Conference – High, After Conference - Medium

Additional Duties:

In general, the program chair(s) will

- Set strategy with the Conference Director. This includes identifying tracks and the process for securing speakers.
- Create and/or update the speaker request for proposal form.
- Review all speaker requests. Items to be considered:
 - o If the speaker has presented at a conference before, what is the feedback?
 - o Do they expect to be paid? In general, we do not pay speakers for break out sessions. Exceptions to this rule should be reviewed with the State Conference Director and State Conference Liaison.
 - o Are they a sponsor? At least one session in each track should be held for sponsors initially. This spot can be filled in with other speakers if no sponsor is identified.
 - o At least one strategic topic should be in each time slot.
 - o There should be a variety of different speakers with different topics.
- Respond to inquiries from potential speakers.
- Propose a speaker schedule and work with the Conference Director(s) and Conference Liaison to confirm details. After that discussion, confirm speaking times with the individual speakers and decline speakers who were not selected.
- Coordinate the speaker introduction (template exists in Box that can be used or modified)
- Submit conference sessions for SHRM Credits (PDCs).
- Identify how many volunteers are needed for speaker introductions and communicate your need to the Volunteer Chair.
- Provide direction to speakers so they can upload their information into the conference app.
- Communicate special audio visual needs to the Facilities Chair(s).
- Communicate speaker hotel reservation needs to the Facilities Chair(s). Once Facilities team provides hotel confirmation number, communicate that information to the speakers.
- Communicate registration expectations to the speakers
 - o Prepare speakers packets and provide to registration. Included in the speaker packet...
 - Thank you note

- \$50 gift card (break out speakers each get \$50 gift card as a thank you. The Treasurer will order the gift cards once he/she knows how many cards to order).
 - Map of the venue
 - Information on room they are speaking in
 - Reimbursement form or explanation of the expense reimbursement process (expenses must be received by the State Council Treasurer within 30 days of the event in order to be eligible for reimbursement).
- Work with Conference Director / Conference Liaison to create a speaker survey that attendees will complete after each session. The survey should be loaded into the app once completed.

At the event: (Must be available all-day Wednesday, Thursday, and Friday)

- Monitor speaker check in to make sure all sessions are covered.
- Answer speaker questions.
- Make modifications to the schedule if a speaker is no longer able to speak. (Communicate outcome to attendees)
- If a speaker doesn't speak and we have left over gift cards, return to the Conference Liaison so gift cards can be used on other conference materials or be given out in another way.

After the event:

- Participate in the conference debrief.
- Respond to speaker questions that may come in after the event related to reimbursements.

Additional Information:

- This position is eligible for conference proceeds, assuming the conference makes money. The chair(s) will get a portion of the proceeds that are set aside for major conference chair positions and that may be given to his/her local chapter, the State Council, or a split between the two.