



Call For Presentations

2012 PROGRAMS



The Lake Washington Human Resource Association is now accepting proposals for 2012 educational presentations and courses for monthly membership luncheons. We invite you to submit a proposal to share your experience and expertise with our members and guests. Please carefully read the information below and complete all sections of the Presentation Application Form.

REVIEW CRITERIA AND SELECTION PROCESS

Abstracts are reviewed and selected by a committee of volunteer professionals according to specific evaluation criteria. The review criteria include:

- Originality of material
- Overall quality of content
- Well-defined focus
- Practical applications of material
- Previous participation in LWHRA programs
- Evaluations from previous LWHRA or other events (if applicable)

If your proposal is selected, you will be contacted by the **Programs Director, Gayle Keenan**, to make arrangements to add your presentation to the Events Calendar. If your proposal is not selected for immediate addition to the Events Calendar, it will be retained on file one year for possible future use.

PRESENTATION APPLICATION FORM

■ Presenter Information

List all additional presenters on a separate sheet of paper. Be sure to include all of the following information for each; biography, letter of recommendation, and special designations received. Please return entire application and abstract via e-mail to:

gayle.keenan@astronics.com, or mail to **LWHRA**, Attn: Programs, 603 Stewart St., Suite 610, Seattle, WA 98101.

Name	
Job Title	Employer
Mailing Address	
City, State, Zip	
Business Phone	Fax
E-mail Address	Website Address

Narrative Biography (50 words max) – please type and attach separately.

Are you currently a **LWHRA** member? Yes No Are you a member of **SHRM**? Yes No

Other HR-Related Association(s): _____

Have you ever been a speaker at a LWHRA event? Yes No

If yes, when: _____

■ Presentation Information

Title of Proposed Presentation: _____

Length of Presentation (check one):

- 1-2 hour** (Luncheon Event held every 2nd Thursday of the month)
- 3-4 hour** (½-Day Workshop or ½-Day Topical Seminar for our Strategic Series)

Level of information presented (check only one):

- Fundamental (0-5 years) Intermediate (6-10 years) Advanced (10+ years)

■ Abstract of Presentation

(75 words max)

Please type below or attach separately. Include why an HR Professional should attend this presentation, and list any tools or techniques they will be able to take away from the presentation and apply in the workplace, (e.g., "By the end of this session, the attendee will be able to..."). Please keep in mind that we use this information to market the program to our membership so we want to use your abstract as a tool to let them know that this program is one they "Do not want to miss!"

Signature

Printed Name

Date

■ References

Professional References: Please provide us with the name and contact information for at least one or two professional references. HR practitioners who have observed you presenting or consulting on this topic are preferred.

Name	Contact Information
_____	_____
_____	_____

Please provide samples of past work if possible.

• HOW TO SUBMIT THIS FORM •

Please email your proposal to our Programs Director, Gayle Keenan at: gayle.keenan@astronics.com
or mail to:



LWHRA
Attn: Programs
603 Stewart Street, Suite 610
Seattle WA 98101