



Speaker Presentation Guidelines

ABOUT CTHRMA

CTHRMA is a local affiliate chapter of the 300,000-member Society of Human Resource Management. With members in the Temple, Belton, and Killeen areas, our monthly meetings and annual conference each year provide the opportunity for professional development and recertification credit. We are particularly interested in educational presentations that meet the curriculum and standards for SHRM Professional Development Credits (SHRM-CP and SHRM-SCP) and HR Certification Institute recertification credit (PHR, SPHR and GPHR).

MONTHLY MEETING PRESENTATION OPPORTUNITIES

Educational Sessions Monthly Luncheons

- A presentation is 60 minutes (a lunch & learn format)
- Typically held at a restaurant area that has projector capabilities
- Average attendance of 25 - 40 (depending on the topic)
- Held January – November each year

Educational Sessions – Annual Conference

- A presentation is 60 – 90 minutes (depending on topic)
- Typically held at a hotel or local college/conference center
- Average attendance of 75 - 100
- Held once a year

SELECTION PROCESS

- Complete CTHRMA's online monthly meeting proposal form ([Click HERE](#)).
- Describe your presentation succinctly. The summary/overview and objectives will be submitted to/reviewed by SHRM to determine approval for Professional Development Credits (PDCs) and HR Certification Institute to determine approval for recertification credit.
- Submitted materials will be reviewed for content, quality and relevance to CTHRMA'S program goals.
- Incomplete submissions cannot be considered.
- CTHRMA reserves the right to check professional references to verify presentation quality and skills.
- If the proposal is accepted, you will receive an invitation to participate with information regarding the schedule and other information relevant to your presentation.



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SPEAKER HANDOUTS

Handouts for Meeting/Conference Attendees: While handouts are not required, many speakers provide them and attendees appreciate their consideration.

Slide Deck: If you would like to distribute this to presentation attendees, please let us know in the comment section of your submitted proposal, and we will help you distribute.

SHRM PREFERRED PROVIDER

CTHRMA is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP and the SHRM-SCP. For more information on the SHRM certifications, visit www.shrmcertification.org.

APPROVAL FOR HR CERTIFICATION INSTITUTE CREDIT

CTHRMA is an approved provider of continuing education hours for PHR, SPHR, and GPHR recertification through the HR Certification Institute. For more information, visit www.hrci.org.