

**HUMAN RESOURCE ASSOCIATION OF THE MIDLANDS
PROGRAM COMMITTEE’S REQUEST FOR PROPOSAL
FOR LUNCHEON MEETINGS & TECHNICAL SESSIONS**

Our mission:

- Provide quality, professional development programs in defined areas of human resources for the HRAM membership.
- Provide proactive direction and education to meet the growing requirements of the human resources profession.
- Provide HRAM members with practical and up-to-date information and training on topics of interest to human resource professionals.

Presenter responsibilities:

- Provide high quality educational presentations.
- Avoid any “sales” or “marketing” techniques.
- Provide all handouts, if any, for HRAM members.
- Coordinate with HRAM staff regarding any special equipment needs.

A. General Background Information

- A-1 Provide the official name of your organization and all affiliated entities. Also, list the name, address, and phone number of the proposed presenter, and for the person who will be responsible for following up on this proposal (if that person is not the presenter.)
- A-2 How long have you been in business?
- A-3 Describe your business products and/or services.
- A-4 Describe your experience as a practitioner and/or presenter in your proposed topic area(s).
- A-5 What experience have you had as a speaker? Please attach resumes of all potential presenters with general information about their speaking engagements in the last two years (e.g., number of attendees, name of organization, topic). Include a brief bio (50 words or less) that could be used in promotional materials and as a speaker introduction.
- A-6 Describe the primary benefits that you offer to HRAM members, and why you should be selected for this program.

A-7 Confirm your willingness to present as an unpaid volunteer.

B. Luncheon Meeting and/or Technical Session(s)

B-1 Provide the program title, learning objectives, and a detailed agenda for your presentation(s). Include a brief program description (50 words or less) that could be used in promotional materials.

B-2 Describe any audio-visual requirements.

C. Selection Criteria

The following criteria will be used to select HRAM presenters:

- Presenters must have expertise in the topics being presented and demonstrate their ability to tailor their session to meet HRAM member needs.
- Presenter qualifications—must have experience in presentation and workshop facilitation.
- Program design and materials must be high quality and clearly organized.
- Presenter must be willing to volunteer his/her time and resources to design and deliver the presentation.

D. Proposal Submission

Mail, fax or e-mail your proposal to:

Pamela Bourne
Spencer Fane Britt & Browne LLP
9420 Underwood Avenue, Suite 200
Omaha, Nebraska 68114
Tel: (402) 965-8600
Fax: (402) 965-8601
E-mail: pbourne@spencerfane.com

E. Frequently Asked Questions

When are Luncheons and Technical Sessions Scheduled?

We generally conduct one luncheon and technical session on the second Tuesday of each month beginning at 11:30 a.m. Technical Sessions are conducted following the meeting, unless otherwise designated, from approximately 1:15 p.m. to 4:30 p.m.

Where will Luncheons and Technical Sessions be held?

Scott Conference Center
6450 Pine Street
Omaha, Nebraska 68106

Scott Conference Center has full audio-visual capabilities and can accommodate over 250 people. Parking in Lot 9 across from the Scott Conference Center is complimentary.

How long does each Luncheon or Technical Session last?

Luncheon presentations normally last approximately sixty (60) minutes. Technical sessions last approximately three and one-half (3.5) hours.

How many people typically attend each session?

Approximately 175 to 200 members/nonmembers attend the luncheon session. Approximately 125 members/nonmembers attend the technical session.

How much does it cost to be a presenter?

There is no cost for presenters other than normal costs associated with preparing for sessions. Likewise, there is no monetary compensation to presenters in exchange for their services.

Thank you for your interest!