



Volusia Flagler

Speaker Proposal Packet
2026

volusiaflagler.shrm.org/



About SHRM Volusia Flagler

The SHRM Volusia Flagler chapter is an affiliate of the Society for Human Resource Management and operates as a not-for-profit, 501(c)6 organization dedicated to the development and improvement of our members, high standards of performance for its members, and greater recognition of the professional status of Human Resource Management.

We commit to espousing the shared values of Learning, Community, and Excellence through member participation in Chapter activities, trading of ideas, and high achievement. Learn more about us at: <https://volusiaflagler.shrm.org/>

SHRM Volusia Flagler is proud to be involved in advancing and serving the human resource profession, by continuing to encourage membership, professional development, and certification to its membership base consisting of over 100 professional members representing over 60 local employers located throughout Volusia and Flagler counties.

Each month, Chapter meetings are held to help SHRM Volusia Flagler members keep up with the rapidly changing HR and workplace environment. Attending programs and meetings provides the HR professional with the opportunity to:

- Network with peers
- Enhance their professional skills
- Gain insight into the latest HR issues and trends
- Discover the newest developments in HR products & services
- Search out new sources and suppliers
- Share strategies for better managing HR challenges

If you have any questions about becoming a speaker at an upcoming SHRM Volusia Flagler monthly chapter meeting, please do not hesitate to contact me.

Sincerely,

Teresa Rand | VP of Programs
SHRM Volusia Flagler
386.366.4490 | tmaxrand@gmail.com

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Chapter Meeting Logistics

Our Chapter meetings are typically held the third Wednesday of the month. A sample agenda is below:

7:45AM – 8:15AM	Coffee and Networking
8:15AM	Welcome and Speaker Introduction
8:15AM – 9:15AM	Speaker Presentation
9:15AM – 9:30AM	Meeting conclusion

Typically, we arrive at the venue to set up by 7:15 am. Immediately after the meeting, there is a window of time for you to connect with attendees while we break down the room and prepare for our board meeting.

Professional Development

We provide our membership with topics that will allow us to advance the human resource profession and the capabilities of all human resource professionals to ensure that HR is an essential and effective partner in developing and executing organizational strategy. The following are some guidelines to consider when submitting a proposal to SHRM Volusia Flagler.

HR Credit Sessions

- Sessions must relate directly to the PHR & SPHR Body of Knowledge and SHRM HR Competencies as it is our intention that all meetings receive HR Certification Institute HR or Business recertification credits and SHRM Professional Development Credits. Please refer to HR Certification Institute's [Business Credits: All you need to know](#) document and the [SHRM BASK](#) for more details.
- Sessions should be **60 minutes** in length.
- Speakers are expected to honor our commitment to provide education by not showcasing or promoting the speaker's practice, services or products. Note that speakers can also sponsor a chapter meeting, but the presentation should be separate from the sponsorship.

Suggested Topics

ADA Compliance	Employment Branding	Outsourcing Basics
Affirmative Action Compliance	Ethical Issues in HR	Outsourcing Strategy
Alternative Dispute Resolution	Executive and Deferred Compensation	Performance Management
Avoiding Personal Liability	Family-Friendly Initiatives	Pre-employment Testing
Background Investigations	Financial Management	Privacy Issues
Best Practices in HR	Flexible Work Policies and Practices	Productivity/Workflow Issues
Business Literacy	FLSA Compliance / Wage & Hour Issues	Project Management
Career Development for Employees	FMLA Compliance	Recruiting for the Workforce of the Future
Change Management	Funding Retirement Plans	Recruiting Fundamentals
Changing Labor Pool Demographics	Global HR Strategy	Recruiting Strategies
Civil Rights Compliance	Health Reimbursement Arrangements	Re-engineering HR for Competitive Advantage
Communication Strategies	Health, Safety, Security, Violence	Reference Checking
Compensation Philosophy and Pay Policies	HR as a Business Partner	Researching and Reporting HR Data
Conflict Resolution and Negotiation Skills for HR	HR as Internal Consultant	Resume Fraud and/or Fraudulent Misrepresentation
Controlling Health Care Costs	HR Career Progression	Retention Strategies
Direct Pay Systems	HR Competencies	Retirement - Compliance Issues
Disaster Preparedness & Recovery	HR's Value-Added / Return on Investment	Retirement Plans
Diversity	Human Capital Asset Management	Safeguarding Retirement
EEOC Compliance	Incentive Compensation Systems	Selection Interviewing
Effect of Supreme Court Laws on the Workplace	Leadership Issues	Sexual Harassment
Electronic Recruiting/Web-Based Recruiting	Life Balance Issues	Staffing Strategies
Emerging Issues in HR	Managing a Virtual Workforce	Strategic Management Issues
Emerging Issues in Technology	Managing Sensitive Employee Relations Issues	Strategies for Employing Older Workers
Emerging Leadership Theory & Application	Measuring Team Performance	Succession Planning
Emerging Management Practices	Mentoring	Technical Recruiting
Employee Benefits	Mergers and Acquisitions	Technology & HR
Employee Handbooks	Metrics and Measurement of HR	The Future of the HR Profession
Employee Relations	Military Leaves of Absence	Total Compensation
Employee/Labor Relations	Negligent Hiring	Workers' Compensation
Employer of Choice	Negotiating Your Salary and Total Compensation	Workforce Reductions
Employment Best Practices	Non-financial Reward Systems	Workplace Management Issues
	Organizational Development	Wrongful Termination/Discharge
	Other Regulatory Compliance Issues	

Presentation Information

We strive to offer a balanced program of educational sessions by selecting proposals that best fit SHRM Volusia Flagler mission.

Practical Application. Sessions conducted by practitioners that include practical, immediately applicable work tools will be given preference. We seek presentations that will provide attendees with information that will improve their effectiveness on the job. In addition, all sessions must directly relate to the HR Certification Institute recertification program and the SHRM Competency Model. It is our intention that all Chapter meetings receive recertification credits.

Proven Speaking Ability. We seek experienced presenters with proven speaking ability. Those with a track record of speaking and performing well in front of an audience of 50 to 100 people will be given preference.

Proof of Performance. Applicants who submit videotapes, previous evaluations, and/or letters of recommendation from previous audience participants will receive preference in the program selection process, as will applicants who have received positive evaluations from another SHRM Chapters or the national organization. Please note that copies of proofs of performance will not be returned. Marketing brochures, books and articles **do not** qualify as proof of performance.

- Videos – Videotapes/CDs/DVDs/electronic files of the speaker presenting a session. Promotional videos about the speaker's organization or highlighting products and services are **not** acceptable.
- Evaluations – Evaluations that show your quality ratings and scores from previous speaking engagements. Please include the number of attendees present and define the rating scale.
- Letters of Recommendation – Letters from the organizer of your previous sessions or from SHRM chapter to whom you have spoken will be accepted. Please ensure current contact information is included with the letter of recommendation.

Speaker Logistics

Interested Speakers should complete the attached form and provide the following for consideration as a Speaker with SHRM Volusia Flagler:

- **Speaker Information Form** – this form will be used to obtain basic information on your presentation. Additionally, information provided on this form will determine if the program is eligible for SHRM or HR Certification Institute recertification credits. If your presentation previously been certified by the HR Certification Institute and/or SHRM, please indicate that on your proposal as we give preference to HR Certification Institute and SHRM credited presentations.
- **Speaker's Biography** – this will be used for promotional material and to introduce the speaker at the Chapter meeting.
- **Attach Speaker Photo** – Please attach your professional photo in .jpg or .png format (up to 512 KB) to your application email. Your headshot should be a unique file, separate from your bio.
- **Speaker Handouts/Supplemental Materials** – please provide prior to the event if you are sharing a handout/materials to Chapter meeting attendees. Please bring copies to the event.
- **Social Media Contact Information** – please provide for promotional material and for additional follow-up contact after the Chapter meeting.
- **One 300dpi, high resolution image of the Speaker** – this will be used for promotional material and social media.
- **Speaker Confirmation** – once all of the above items have been received along with the designated booking date, an email will be sent to you to confirm Chapter meeting details.

Once required form(s) and materials are submitted, the Speaker will be notified within 7 to 10 business days if they have been chosen as a speaker. Arrangements will be made with the Speaker's coordinator on a booking date confirmation. Each request will be individually considered, based on topic/content, booking date availability and budget considerations. Please note that SHRM Volusia Flagler cannot guarantee that all requests will be honored.

Speaker Support Guidelines

- SHRM Volusia Flagler will provide audio-visual needs which may include electronic projection equipment, a clicker, podium, microphone, or flipcharts with markers upon request of the Speaker.
- We understand that Speakers' presentations are copyrighted. However, we request that you make any slide presentations and handouts available to SHRM Volusia Flagler electronically for our members on our website, if permitted.
- SHRM Volusia Flagler seeks Speakers who are willing to share their expertise **without** the expectation of payment in the spirit of networking and enhancing the HR profession, a purpose in which the Society was founded. If you charge a fee/honorarium for speaking engagements, please ensure to include the amount on the Speaker Information Form in addition to estimated travel reimbursement.

*SHRM Volusia Flagler provides charitable donations to the SHRM Foundation, a non-profit 501(c) 3 organization, that provides **educational and certification scholarships** to HR college/university students and professionals, fund **HR research** and provide **educational resources** around the world. In lieu of full speaker honorarium, we ask your organization to allocate a portion as a voluntary contribution to the SHRM Foundation. We will submit the contribution check made payable to the SHRM Foundation, noting it is in lieu of speaker honorarium, on your behalf.*

Expectations

We expect Speakers to:

- Meet all deadlines;
- Present a session that is **60 minutes** in length;
- Arrive at the meeting site at least 60 minutes prior to the scheduled start of your session;
- Retain the session content, audio/visual needs as originally submitted;
- Not add a co-presenter or change the identity or number of presenters without permission;
- Provide high-quality handouts by the date and in the format requested;
- Provide SHRM Volusia Flagler with an electronic copy of the presentation by the date and in the format requested for inclusion on our website. This will be made available to the attendees;

- Honor our members to provide education and **not** showcasing or promoting the Speaker's practice, services or products; and
- Respect the SHRM Volusia Flagler Meeting as the sponsoring organization with either positive or neutral comments from the platform. **No selling can be done during the Chapter meeting.** All Speakers who would like to showcase their products and/or services are encouraged to be a sponsor of the event.

In return, SHRM Volusia Flagler will:

- Provide a complimentary registration for the Chapter meeting;
- Provide hotel and travel expenses;
- Include advanced marketing of your meeting and website exposure;
- Provide an expo-style table for any materials you want to make available, book signing, etc.;
- Grant you valuable professional exposure;
- Provide you with your evaluation scores after the Chapter Meeting.

SPONSORSHIP OPPORTUNITIES:

Are you interested in sponsoring any of our meetings during the upcoming year?

☐ **Yes** ☐ **No**

Sponsors of SHRM Volusia Flagler monthly chapter meetings are provided with a number of benefits, including the opportunity to address attendees prior to the sponsored event, distribute promotional literature, and network with members. For details about these opportunities, and others, please visit our web site, <https://volusiaflagler.shrm.org/> or email us at daytonashrm@gmail.com.

If you indicate you are interested in sponsorship opportunities, your information will be forwarded to the SHRM Volusia Flagler VP of Sponsorships.

Speaker's Request

*Review your submission for completeness and accuracy. Proposals with missing information cannot be evaluated.
Submit all required items to **Teresa Rand**, VP of Programs, tmaxrand@gmail.com for consideration.*

Name		
Job Title		
Company/Organization		
Address		
City, State, ZIP		
Office Phone		
Mobile Phone		
FAX Number		
Email Address		
Website		
Social Media Information	LinkedIn:	Google+:
	Facebook:	Instagram:
	X / Twitter:	Other:
	YouTube:	Other:

		Requested Amount	Approved Amount
Travel Required	☐ YES ☐ NO		
Speaker Fee Required	☐ YES ☐ NO		
Honorarium	☐ YES ☐ NO		
Deposit Required	☐ YES ☐ NO		
Balance			
Donation to SHRM Foundation	☐ YES ☐ NO		
Total Travel Reimbursement			
Will you require hotel accommodations?	☐ YES ☐ NO		

Audio/Visual Equipment Needed (Please check all that apply)	☐ Electronic Projection Equipment ☐ Screen ☐ Laptop ☐ Podium ☐ Clicker ☐ Wireless Microphone ☐ Flip Charts with Markers How many? _____ ☐ Other _____ ☐ Other _____ ☐ Other _____
Do you have handout(s) that you will bring for attendees?	☐ YES ☐ NO

HR Topic (see Pg. 4)		
Title of Presentation		
Program Description		
Learning Objectives		
Is this Program certified by the HR Certification Institute?	☐ YES	If yes, please provide HRCI Activity ID, SHRM Chapter/Location & Date
	☐ NO	
Is this Program certified by SHRM?	☐ YES	If yes, please provide SHRM Activity ID, SHRM Chapter/Location & Date
	☐ NO	
Speaker Biography	Please attach.	
Proof of Performance		
#1 Presentation		
Organization		
Date Presented (month & year)		
#2 Presentation		
Organization		
Date Presented (month & year)		