

Palm Beach County SHRM 2023 Annual Conference
The HR Connection
Speaker Letter of Commitment



Name of Speaker: _____

Company: _____

Thank you for your interest in being a Concurrent Speaker at our upcoming PBC SHRM 2023 Annual Conference being held on May 2-3, 2023 in West Palm Beach, Florida. This document is prepared to describe the expectations and commitment being made by you, as a Conference Concurrent speaker. If selected as a Speaker, we would like to thank you for your voluntary participation in our event, and offer an appreciation gift of a Conference attendance registration for yourself. Thank you!!!

**Please sign/return this Letter of Commitment to the
ConferenceChair@pbcshrm.org no later than by February 17, 2023**

As a Speaker, I understand and agree to the below stated expectations, and understand this is a volunteer opportunity to present my area of expertise/knowledge to the Palm Beach County SHRM Chapter Annual Conference participants. I understand that nothing in this letter of commitment is intended to be legally binding nor a commitment to sign an actual contract.

I agree to the following guidelines:

- Review of speaking expectations
 - No one-sided politics, or inappropriate positioning of views
 - If discussing a sensitive topic, must present multiple views to not offend/exclude anyone
 - No promotion/sales of products/services
 - Minimal/no use of profanity/offensive language or inappropriate jokes
 - Professional Business attire
 - Any facts, content or information presented must be verifiable and accurate
 - The presentation will support the Conference theme, as appropriate
- Presentation guidelines
 - Presentations must be submitted no later than **April 7, 2023** formatted in PowerPoint
 - Presentation must be simple, easy-to-read, without too much information on any slide.
 - Presentation must be able to be read by participants at the back of a Conference Room
 - Please limit the number of special functions/links to the web, as these may fail in a general session.
 - Critical Deadlines:

FEBRUARY 17, 2023	SPEAKER Submission of APPLICATION & LETTER OF COMMITMENT
MARCH 31, 2023	PBC SHRM selection and notification to speakers
APRIL 7, 2023	Final Presentation to be emailed to Conference Director
APRIL 14, 2023	SPEAKER to advise of itinerary for travel/arrival plans to get to conference and make arrangements for shipment/delivery of any presentation materials
APRIL 14, 2023	SPEAKER to email a recorded copy of the presentation in advance of the Conference (Note: Please let us know if you need assistance with recording)

- I understand that I will be provided with a laptop, projector and wireless microphone or lapel microphone and I will be introduced by a member of the Leadership Team using information from the biography I provided, or information found on my social media platforms.
- Logistics of Presentation
 - I agree to record and email a videotaped copy of the presentation in advance of the Conference, and will provide it to the Conference Chair by **April 14, 2023**. In addition, I authorize/extend my willingness to be Videotaped on the day of the Conference, for PBC SHRM's use in a future virtual event or library.
 - I am available for any of the time slots needed by the Conference, with the exception of (Check ALL that apply):

_____ 7:00 am-8:00 am	_____ 9:45 am-10:45 am
_____ 11:00 am-12:00 noon	_____ 1:45 pm- 2:45 pm

 If I have listed time slot exception(s), the reason is: _____
- Conference participation
 - I agree to arrive at least 30-minutes prior to my designated program start time and will be ready to present at my designated start time.
 - I plan to attend/participate in the following Conference activities/events(Check ALL that apply):
 - _____ Tuesday evening, Social Hour & Kickoff Keynote presentation
 - _____ Wednesday Conference activities, all day, or
 - _____ Only attending Breakfast, Kickoff Keynote and morning Concurrent sessions
 - _____ Only attending Lunch, Lunch Keynote and afternoon Concurrent sessions
 - I understand that as a Speaker, I am not eligible to participate in the Grand Prize drawing, however, I can purchase tickets for the Silent Auction items
 - I understand that if selected as a Speaker, I have been invited to participate in the general conference as a guest of the chapter. However, if I am travelling with anyone or bring a colleague/assistant, I will need to purchase meal tickets for the additional individuals, at the costs listed below, and will provide payment to the chapter for the below number of additional participants (Check ALL that apply):

_____ Kickoff Social Event - \$35.00/person	_____ Breakfast - \$35.00/person
_____ Lunch - \$50.00/person	

I understand the success of the PBC SHRM 2023 Annual Conference will be attributed to, in part, the quality of my presentation, and commit to presenting the best presentation possible. I agree to having fun, enjoying myself while presenting, and getting a mutual sense of satisfaction by participating in this epic Conference experience. I support the human resources profession, and the efforts being taken by the PBC SHRM Chapter.

Signature of Speaker

Date

Please return this executed form to the ConferenceChair@pbcshrm.org no later than February 17, 2023.