

**Palm Beach County SHRM
2024 Annual Conference
Concurrent Speaker Letter of Commitment**



Name of Speaker: _____

Company: _____

Thank you for your interest in being a Concurrent Speaker at our upcoming PBC SHRM 2024 Annual Conference being held on May 28-29, 2024, at the West Palm Beach Marriott 1001 Okeechobee Blvd., West Palm Beach, Florida.

This document is prepared to describe our expectations of your commitment 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 one (1) Conference attendance registration for yourself. Thank you!!!

**Please sign/return this Letter of Commitment to
ConferenceChair@pbcshrm.org no later than by January 31, 2024**

As a Speaker, I understand and agree with the below stated expectations, and understand this is a voluntary opportunity to present my area of expertise/knowledge to the Palm Beach County SHRM Annual Conference attendees. I understand that nothing in this letter of commitment is intended to be legally binding nor is 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, I 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 2, 2024** in PowerPoint format
 - The presentation must be simple, easy-to-read, without too much information on any slide.
 - The Presentation must be able to be read by participants at the back of a Conference Room
 - Please limit the number of videos, links to websites, or special functions, as these may fail in a general session.
 - Critical Deadlines:

JANUARY 31, 2024	SPEAKER Submission of APPLICATION & LETTER OF COMMITMENT
MARCH 15, 2024	PBC SHRM selection and notification to speakers
APRIL 2, 2024	Final Presentation to be emailed to the Conference Directors

APRIL 19, 2024

SPEAKER to advise of itinerary for travel/arrival plans to get to conference and make arrangements for shipment/delivery of any presentation materials

APRIL 19, 2024

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 19, 2024**. In addition, I authorize/extend my willingness to be photographed or recorded 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 - \$50.00/person
 - _____ Breakfast - \$40.00/person
 - _____ Lunch - \$50.00/person

I understand the success of the PBC SHRM 2024 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 January 31, 2024.