



2019 Conference Theme:  
**Reimagining Possibilities:**  
Tactics to Tackle the Top Megatrends in HR



September 11-12, 2019 | AT&T Conference Center (Midtown) | Atlanta, Georgia

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## CALL FOR SPEAKERS: Frequently Asked Questions

1. Where can I find the Session Submission Form?
  - a. [Speaker Submission Website](#)
  
2. Can I submit Supplemental material for my proposal?
  - a. Yes. You can do so via the file upload field in the proposal submission form. However, in order to keep the time commitment for the volunteer reviewers to a minimum, it is requested that you limit the proposal content to a minimum.
  
3. Do I have to complete my proposal in one sitting?
  - a. Yes, you will need to complete the required fields in one sitting.
  
4. What is the deadline to submit session proposals?
  - a. The cut off for ScaleHR 2019 is April 15, 2019.
  
5. What are the selection criteria for speaker proposals?
  - a. Submissions will be reviewed and scored in the following areas:
    - i. Thoroughness: The application must be received by the deadline. Only those providing a complete submission form will be reviewed.
    - ii. Content: Is the topic relevant to the profession? Does it convey ideas solidly and have a 'takeaway' for the attendees? Is the topic, description and learning objectives advanced, relevant and cohesive?
    - iii. Speakers: Speaker knowledge and experience, presence and professionalism.
    - iv. Presentation Style/Format: Will the session be interactive and engaging?

6. What are the different session style options for the events?

- Micro-learning strategy lab: Most of the conference will be comprised of 8 micro-learning strategy labs, which is a unique rapid-learning development format which combines the principles of micro-learning (short bursts of knowledge or insight) and innovation strategy labs (using ideation and strategic thinking to move ideas further, faster).

The labs involve the following major components:

- Lecture: One or two presenters/thought leaders sharing information with the audience.
  - Panel: Presenters/thought leaders share their views on topical issues or trends affecting the profession. Heavy on the Q & A.
  - Strategy Lab: World Café-type of round table type discussions; interaction amongst attendees. Table coaches serve as conversation/strategy facilitators. Discussions are focused on a real-life business issues of participants, related to the current topic. Participants should take away ideas on approaches on how to best resolve the problem in their own business setting.
- Keynotes: There will be two 30-minute keynotes conducted during the conference.

7. How long will the proposal process take?

- a. Sessions will be reviewed by at least 4 members of the Speaker Committee. You can expect feedback on your submission by Friday, May 31, 2019.

8. Are there other speaker requirements beyond the actual session at the Conference?

- a. Yes.
  - i. Speaker training webinars are required for all session speakers. Exact date TBD by event.
  - ii. Speakers are required to use social media to promote ScaleHR and their own presentation.
  - iii. Speakers are required to sign a Speaker Agreement Terms and Conditions document in order to present. Failure to comply to the terms and conditions could result in the speaking opportunity being cancelled.

9. What information do I need to collect prior to submitting my proposal?

- a. Our reviewers have expressed a desire to know more about the proposed speakers. We strongly encourage you to have your speaker information complete. Speaker information should include:
  - i. Brief speaker bio
  - ii. Complete contact information
  - iii. Video Clip: Note - Only one video clip is needed for each submission. Video is highly desired – if you do not have a professional video, please simply record 30 seconds – 2 minutes of yourself speaking about why you want to present on this topic, why you are passionate about your topic and what you will bring to the conference. This does not have to be a formal video, just a simple video via your smartphone, tablet or web cam.
  - iv. Refer to the submission form on the Call for Speakers page on the website for a review of the information required.

10. Do I have to submit my presentation proposal online?
  - a. Yes. There are no offline options for submitting proposals.
  
11. Can I make changes to my submission?
  - a. Once you submit a proposal, your information is automatically saved and sent to the ScaleHR committee for review. Any changes after the fact will need to be emailed to [scalehr@shockinglydifferent.com](mailto:scalehr@shockinglydifferent.com). You have until the Call for Speakers closing date to revise or withdraw your proposal. Only proposals containing all required information will be reviewed.
  
12. Can I request a specific day and time to present?
  - a. Unfortunately, no. Accepted speakers will be assigned session times based on the established ScaleHR agenda.
  
13. What equipment is available in the session rooms?
  - a. Session rooms are set up in crescent rounds, with chairs, a podium, a projector and screen, and a computer preloaded with presentations. Accepted speakers may request limited additional equipment, if needed.
  
14. Will I get paid to speak?
  - a. Speakers are not paid but do receive complimentary registration for both days. Speakers are responsible for all other expenses, including travel, lodging, transportation, additional meals, and incidentals.
  
15. Can I bring my own photographer/videographer to the conference?
  - a. You must formally submit a request for official permission to do so. Approval will be granted on a case-by-case basis, in order not to disturb conference attendees or interfere with the current media set-up. If your request is approved, you will only be able to photograph/video your presentation. Non pre-approved vendors will not be allowed on the premises and speaker will be responsible for all associated costs of their service cancellation.
  
16. Who can I talk to if I have additional questions?
  - a. Please contact our Meetings Team at: [scalehr@shockinglydifferent.com](mailto:scalehr@shockinglydifferent.com). If you need to speak to someone live, email that in your request and we will try to accommodate a phone call as soon as possible. Know that during busy periods responses may be slightly delayed.