



Session Proposal Instructions

About the Conference

National PELRA's annual conference is nationally renowned and is the premier educational event for labor relations and human resources professionals around the country. The conference features a variety of timely and relevant sessions for the inexperienced to the more advanced professional.

Past topics presented:

- ADA/ADAAA Compliance
- What's Going on in Washington
- Mastering Tough FMLA Issues
- Collective Bargaining Trends
- Mediation Skills
- FLSA Update
- Negotiation Skills
- Off Duty Misconduct
- Dealing with Problem Employees
- Communicating with the Unions
- Successful Investigations
- Due Process
- Past Practice
- Employee Screening

Important

Please be sure to include your contact information at the bottom of the Session Proposal Form.

How to Submit a Successful Topic

- Focus on session take-home value by incorporating practical how-to ideas
- Session content should move past "the basics" and should include action attendees can take home with them
- Use case studies and real-life examples to aid understanding
- Plan an interactive session with Q&A and audience engagement
- Provide handouts and takeaways

National Public Employer Labor Relations Association
2023 Annual Training Conference
April 23 - 26, 2023 | Louisville, KY

How to Submit a Proposal

Step 1: Qualify

Selection is based on meeting the session needs defined by the Program Committee and speakers' qualifications to present on the proposed subject matter. National PELRA is dedicated to developing educational sessions and facilitating networking with peers. Please keep in mind that conference presentations are preferred to be interactive and content rich. Presentations are not to sell products and services.

Step 2: Complete the Session Proposal Form

Step 3: Submit the below proposal **ASAP**

E-mail to andrew@npelra.org with the following subject line: 2023 ATC Session Proposal: [Insert your name]

Step 4: If your proposal is selected

- The National PELRA staff will contact you directly.
All proposals will be reviewed, and written notifications will be completed by mid-October, if not sooner.
- You will be marketed in the conference brochure distributed to all past attendees, National PELRA members, prospects and on the conference page on npelra.org. You will also be showcased in the popular conference app, available to all attendees.
- National PELRA does not pay honorarium or expenses for speakers, unless expressly agreed on by the National PELRA Board. Speakers are responsible for making their own travel/hotel arrangements.
- Speakers will be required to use their own computer for each session.

Substitution Policy: Speaker substitutions are subject to National PELRA approval. In the event a proposed and confirmed speaker cannot fulfill his/her commitment, the presenting company will not be guaranteed a speaking slot for an alternative representative.



Session Proposal Form

Complete form and email to andrew@npelra.org with the following subject line: 2023 ATC Session Proposal: [Insert your name]

Proposed Session Title: _____

Indicate Preference: Break-out Session (1.25 hour) Plenary/General Session (1.25 hour) Workshop (2.25 hour)

Brief Description Explain the topic and why it is important. (100 words maximum, as this will appear in promotional materials.) Please also attach a detailed program outline.

Session Learning Objectives List three tangible benefits. "At the end of my session, participants will take home:"

1. _____
2. _____
3. _____

Audience Focus: _____

Audience Experience Level: Beginner Intermediate Advanced (This is VERY important)

I will provide handouts: Yes No (We want our attendees to leave each session with a list of actionable, how-to ideas!)

Presenter(s): Please provide all information as you would like it to appear in promotional materials.

Name: _____

Title: _____

Company: _____

Address: _____

City/State/Zip: _____

E-mail: _____

Phone: _____

Name: _____

Title: _____

Company: _____

Address: _____

City/State/Zip: _____

E-mail: _____

Phone: _____

Recent Speaking Engagements: Please attach a list of recent speaking engagements and references.

Contact Information for Proposal: (Contact for questions about the proposal and to confirm participation.)

Contact Person: _____

Affiliation: _____

E-mail: _____

Phone: _____

Unless checked, this serves as your agreement to allow National PELRA to record your session audio and include it, along with your materials, on a post conference recording which will be distributed to conference attendees and members.