Presentation Guidelines and Requirements

Thank you for your interest, time and expertise as you share your insight with Houston Compensation & Benefits Association ("HC&B") at one of our events. You provide a tremendous service to our chapter by delivering a continuing education opportunity for our members and visitors. We're hopeful your partnership with our organization will add value for you as well.

Following is a typical luncheon meeting schedule:

Time	Description
11:00 AM	Registration & networking begins
11:30 AM	Lunch served
12:00 PM	Lunch service closed*
12:00 PM	Announcements
12:05 PM	Speaker presentation begins
12:55 PM	Discussion – Q& A
1:00 PM	*Speaker presentation ends*

** This rule is set by the HR Certification Institute for presentations that are approved for credit.*

Below you will find the guidelines for all HC&B presentations for your review and acceptance. The purpose of these guidelines is to ensure speakers at all HC&B events provide high quality information and training that is value-added for the participants.

Suggestions

- We encourage you to become a member of HC&B! Attend a meeting prior to your speaking date to become familiar with the format of presentation, the location, and facilities.
- Topics are chosen 3 to 6 months in advance. Ensure that your content is timely and relevant. Presentations by or including a practitioner are highly valued. Include as much interaction as possible during your session and allow time for questions.
- Our luncheon attendance ranges from 40 – 60 attendees. Your topic title and description will have a direct impact on the number and type of attendees. Meet with a member of the program team to understand your potential audience demographics.
- Arrive 30 minutes before the meeting starts. This allows you to interact with the members present, many of whom will be attending just to hear your topic.
- Should something occur that prevents you from speaking on your scheduled date, please notify your HC&B contact person as soon as you are aware of the possibility (preferably no later than two weeks prior to the date of the event). If you should cancel, this will impact consideration for future presentations.
- Podium, microphone, screen, laptop and projector will be provided onsite by HC&B. Please email your presentation to HC&B prior to the event and bring a copy on a flash drive as a backup. Get in touch with your HC&B contact if you have special AV needs.

Presentation and/or Printed Materials

You provide your materials and resources on a volunteer basis for the greater good of the professional development of attendees.

- Your materials should be educational and informative in nature.
- You must provide the HC&B Programs Committee the presentation and/or any printed materials associated with the presentation at the session two weeks prior to presentation/program for approval. The Programs Committee will provide feedback and require any suggestion revisions completed and resubmitted before the date of presentation. **Presentations and/or printed materials that have not been pre-approved may not be utilized.**
- Handouts and materials may have your company name, contact information and logo on them. Please contact HC&B a few days prior to the meeting for an attendee estimate so that you bring enough for all.
- Speakers will not be allowed to distribute brochures, white papers, books, or any forms of sales materials before or after the presentation. Business cards are acceptable if requested by the presentation attendees.
- Soliciting contact information in exchange for materials and resources is not acceptable.
- Use of the HC&B logo may not be a part of any electronic or printed materials or resources unless prior permission from the Board has been obtained.

Speaker Conduct

We define "speakers" as any individual or group who volunteers to provide information in the form of a presentation, at any of the regularly scheduled HC&B meetings and/or programs.
As a speaker:

- Your primary function is to provide high-value information or training, and promote continuing training and development of compensation and benefits professionals.
- You are expected to be a professional career person with specific information related to the total rewards profession(s) and/or the professional development of HC&B professionals.
- Your presentation is to be informational and educational and not commercial in nature.
- You are not to advertise upcoming fee-based seminars, fee-based training offerings, products, or services for hire during the presentation.
- We encourage you to forward the HC&B announcement of your presentation to non-members of HC&B that you know who would be interested. If you desire to communicate the presentation through your own announcement in distributing to non-HC&B members, the communication must be presented to and approved by the Programs Committee of the HC&B board.
- The use of HC&B logo on any printed or electronic document without prior permission is strictly prohibited. The HC&B logo may not appear with your company's logo on any printed or electronic document without prior written permission from the Board.
- Unless previously approved by the Board of Directors, you will provide your services on a volunteer basis.

As a speaker for an event of the HC&B Houston chapter, I acknowledge that I have read, understand and will abide by these guidelines and requirements.

Name: _____

Signature: _____ Date: _____

HC&B Office Use only---

Receiving HC&B Officer: _____

Date Received: _____