

AHRI GUIDELINES FOR PROPOSALS



The Australian HR Institute (AHRI) conducts a range of national and state based events annually and is encourages presentation proposals from both AHRI members and non-members for inclusion. A snapshot of AHRI events are below:

International Women's Day Breakfasts

Celebrated since 1911, International Women's Day (IWD) continues to be a rallying point for improving the economic, political and social futures of women. Every year, AHRI's IWD breakfast events bring together HR professionals and business leaders to honour this international celebration of women.

State Conferences

The AHRI State conference series is designed to focus on the HR issues that affect HR professionals every day. Case studies and thought leading keynote sessions aim to help delegates find out what other companies are doing in a range of HR areas and provide new ideas to take back to the workplace.

Inclusion & Diversity Conference

The AHRI Inclusion and Diversity Conference focuses on building management practices in diversity and inclusion. The conference will focus on supporting HR practitioners who are responsible for the diversity and inclusion function in their organisation to build on their skills and knowledge.

National Convention

The AHRI National Convention is the biggest HR event in Australia. Each year, it attracts more than 2,000 participants. The program for this event includes presentations from leading HR practitioners and presentations from some of the greatest minds in business and HR from Australia and around the world.

Network Events

AHRI Networks are run by AHRI members that volunteer their time and expertise to expand the scope of knowledge in a particular HR area of interest.

Each network is led by a convenor whose role is to work closely with the AHRI National Office on a range of activities. AHRI Networks are important as they ensure there is a close link between AHRI and practicing and active HR professionals across Australia. For further information about these networks please review available forums here - <https://www.ahri.com.au/conferences-and-networking/networks-and-forums>. Many network convenors can be contacted directly through the network's webpage for further information.

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Please note vendors or consultants submitting proposals are encouraged partner with a client.

Criteria for selection:

- Demonstration of business benefits and outcomes
- Inclusion of new material
- Incorporates a cases-study and/or thought leader material
- Relevance to HR impact

Privacy

By making a presentation submission, you are actively giving AHRI permission to keep your details on file.

Opportunities for promotion of tools and services

Please note AHRI has many opportunities for organisations to promote tools and services through the AHRI corporate sales team. AHRI conferences sessions are not an appropriate forum for sales promotions and presenters are encouraged not actively promote tools and services through a proposed session.

If selected

- Any handout material required must be provided by the speaker. Opportunity often available to provide readings in advance of the event.
- The presentation must be given to AHRI for possible inclusion in papers and post-conference publications.
- Contact details may be made available to the media for publicity.
- Agreement must be made to not market products or services during the session.

Registration

As a member-based organisation, AHRI does not pay speaker fees for call for papers submissions or provide commissions.

Session timings

Sessions part of AHRI event programs are generally scheduled for 60 minutes, including any time allocated for audience Q&A and speaker introductions.

Instructions for completing your submission

To be considered, submission must follow these specifications:

- Proposals and any additional materials must be emailed to conference@ahri.com.au. (Hard copy materials will not be accepted)
- Follow the submission preparation format (see following page)
- Any information included with your submission will be retained by AHRI.

Notification

Presenters will be contacted if further clarification is needed or to ascertain availability for events. It is not necessary to contact AHRI regarding acceptance or rejection of your submission. All submissions will be kept on file.

Presentation Agreement

If your proposal is accepted by the Australian Human Resources Institute, presenters must guarantee that they are the sole proprietor of this material, and that no proprietary rights or copyrights belonging to any other person exist. You further agree to deliver in advance to the conference the proposed session materials and handouts. No fees or reimbursement of expenses will be paid by AHRI for selected proposals, unless agreed, with respect to Keynote presentations.

SUBMISSION PREPARATION FORMAT

Indicate topic area

Presentation title

Maximum 10 words, please try to avoid use of abbreviations, acronyms, or trademarks

Details of presenter(s)

- Name
- Title
- Organisation
- Street Address
- Postal Address (if different)
- State
- Country
- Phone, fax and mobile numbers
- E-mail address
- Website address (if applicable)

Details of person submitting proposal (if different to presenter details)

Description of the topic (250 words)

Outline of the presentation content and structure

Biography

Please include the biographies of presenter(s) with the submission.

Details of speaking experience

- Name of conferences or business groups to which you have made presentations
- Presentation title/s
- Date/location of presentation/s
- If available please provide video footage of a past presentation

Please forward all submissions to conference@ahri.com.au