SHRM CNJ invites you to submit a proposal to share your knowledge and expertise with our chapter members during the 2025-26 Program Year. SHRM CNJ meetings are held at [The Rutgers Club](http://rutgersclub.rutgers.edu/) in [Piscataway](https://www.google.com/maps/place/The+Rutgers+Club/@40.522843,-74.438127,21z/). Some meetings are dedicated to networking and others to presentations.

Applications will be reviewed and evaluated by the SHRM CNJ Programs Committee based on content, format, and presenter credentials:

* Topic is relevant and timely to Human Resource professionals
* Topic is related to or based on:
  + [SHRM Body of Applied Skills and Knowledge](https://www.shrm.org/credentials/certification/exam-preparation/bask)
  + [HRCI Exam Content Outline](https://www.hrci.org/certifications/exam-preparation-resources/exam-content-outlines)
* Presenter provides resources and examples/analogies/real-world applications
* Presenter is a subject matter expert with the ability to facilitate learning
* Presentation is in a learning format, not a sales pitch for a product/service

Contact Information

* SHRM CNJ [SHRMCentralNewJersey@gmail.com](mailto:SHRMCentralNewJersey@gmail.com)

Details

* The length of the presentation is 60-75 minutes, which includes time for audience questions. Please plan accordingly. Recertification credits are submitted on a 1:1 ratio per quarter-hour. Our planned meeting schedule is as follows (subject to change):
  + 5:00 Check-in | Pre-Event Networking
  + 5:30 Dinner Buffet Opens
  + 6:00 Opening Chapter Announcements | ***Presentation, followed by Q&A***
  + 7:30 Meeting Ends | Post-Event Networking
* Plan to provide an electronic copy of your presentation slides/handouts to attendees (via follow-up email from the chapter). You may also provide information about your company or organization.
* The audience includes a wide array of HR professionals, including generalists, specialists, students, individual contributors and management. Most attendees are employed, while some are in-transition.
* You may invite people from your network to attend the meeting.
* SHRM CNJ will cover/pay for the following (\*upon request):
  + Free registration and meal for you and one (1) additional co-presenter/facilitator.
  + $100.00 honorarium OR donation in your name to [The SHRM Foundation](https://www.shrm.org/foundation/Pages/default.aspx).
  + \*Reimburse transportation costs to attend the meeting (tolls, mileage, public transportation): up to $25.00; receipts may be required.
* Please note: Meeting sponsorship is open to other companies.

Your presentation will be submitted to SHRM and HRCI for recertification credits. HRCI will award General, Global, or Business recertification credits for approved programs.

* For Global, the program must adhere to any of the Functional areas of the corresponding HRCI Exam Content Outline.
* For Business credits, any activity submitted must tie directly to the “Responsibilities & Knowledge” requirements of “Functional Area 01” of the SPHR/SPHRi HRCI Exam Content Outline.
* <https://www.hrci.org/certifications/exam-preparation-resources/exam-content-outlines>

Application

|  |  |
| --- | --- |
| 1. Date of Application: |  |
| 1. Name: |  |
| 1. Contact Info: | Address:  Email:  Phone: |
| 1. Availability (meeting is usually the 2nd Wednesday): | [ ] All *OR SELECT BELOW/MAY CHOOSE MULTIPLE*:  [ ] Sep [ ] Oct [ ] Nov [ ] Dec  [ ] Jan [ ] Feb [ ] Mar [ ] Apr  [ ] May [ ] Jun |
| 1. Presentation Title**:** |  |
| 1. Overview/Description: |  |
| 1. Learning Objectives  (up to three): |  |
| 1. About the Presenter(s): |  |
| 1. Company Profile: |  |
| 1. Social Media#: |  |
| 1. Image# (file or link): |  |
| 1. Additional Audio/Visual Needs: | (The Rutgers Club provides a monitor, USB wire, and WiFi) |

#OK to include in the meeting announcement? [ ] Yes [ ] No

|  |  |
| --- | --- |
| 1. Have you previously presented at  SHRM CNJ? | [ ] No [ ] Yes, when (year)? |
| 1. Have you previously presented at another SHRM NJ chapter? | [ ] No [ ] Yes, where/when (year)? |
| 1. Have you previously presented at the GSC SHRM Annual Conference? | [ ] No [ ] Yes, when (year)? |
| 1. Have you previously presented at the SHRM Annual Conference? | [ ] No [ ] Yes, when (year)? |
| 1. Have you previously presented at other professional organizations? | [ ] No [ ] Yes, where/when (year)? |
| 1. Are you a current member of SHRM? | [ ] No [ ] Yes |
| 1. Are you a current member of SHRM CNJ? | [ ] No [ ] Yes |
| 1. Who referred you to SHRM CNJ? |  |
| 1. Three references (name/organization and contact info) who can attest to your presentation style. Skip if either #13/15/16 are within the past two years. |  |
| 1. Honorarium (choose one): | [ ] $100 honorarium  [ ] $100 donation in your name to   The SHRM Foundation  [ ] Waived |