**NACPA 2021 Convocation Speaker Form**

**Please return to Jessica at** jrandazzo@nacpa.org **with the subject line:**

**Convocation 2021 Presentation: [Your Last Name]**

**Speaker contact information**

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Organizational affiliation** |  |
| **Phone** |  |
| **Email** |  |
| **City** |  |
| **State or Province** |  |
| **Status****Check one** |  | NACPA member |
|  |  | NACPA exhibitor  |
|  |  | Other: Please describe |

**Co-Speaker (If applicable - enter TBD if name not final)**

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Organizational affiliation** |  |
| **Phone** |  |
| **Email** |  |
| **City** |  |
| **State or Province** |  |
| **Status****Check one** |  | NACPA member |
|  |  | NACPA exhibitor  |
|  |  | Other: Please describe |

|  |  |
| --- | --- |
| 1. **Speaker(s) bio (100 words each)**

**This bio should highlight career or expertise you bring to the topic. It should not describe company products or services.** |  |

**Session information**

|  |  |
| --- | --- |
| 1. **Title of Session:**
 |  |
| 1. **Session Description:**

**Please write a 3-8 sentence description.****Notice to Exhibitors: You may not utilize your session as a platform to sell your product or organization.** **A NACPA Member must endorse you in order to present.** |  |
| **HRCI Accreditation:** **For questions 4 and 5 – please mark where your presentation best aligns. Please answer either 4 or 5, not both.** |
| 1. **General Functional Areas:**

**If applicable, please choose which (one) functional area your presentation addresses.** |  | Business Management and Strategy |
|  | Workforce Planning and Employment  |
|  | Human Resource Development  |
|  | Compensation and Benefits  |
|  | Employee and Labor Relations  |
|  | Risk Management  |
| 1. **Business Challenges**

**My presentation falls outside of the #4 functional areas and the regular responsibilities of HR. It aligns with the checked statements at right instead.** |  | HR professionals don’t typically perform this on a day-to-day basis. |
|  | Enhances the HR professional’s understanding of the nuances of practicing within a particular industry or sector. |
|  | Requires attendees to learn about a different business function or enter into a partnership with another department for the activity. |
|  | Impacts the organization’s mission, vision, values, bottom line, policies or strategic goals and objectives. |
|  | Develops attendees’ skills in strategic planning, critical thinking, influencing, negotiation and leadership. |
| **6. Targeted audience****(Check all that apply)** |  | Business Managers |
|  | Chancellors |
|  | Diocesan HR Directors |
|  | Diocesan HR Generalist/Representative/Asst. |
|  | Finance Managers |
|  | New practitioner |
|  | Parish personnel |
|  | Priest Personnel Director |
|  | Religious Congregation HR Director/Gen/Rep/Asst. |
|  | Senior practitioner |
| 1. **Technical requirements**

List equipment you will need to do this presentation.  |  | How would you rather present? |
|  | Live the day of |
|  | Recorded with Q&A after |
|  | Other: |
| 1. **Past Presentations**

Have you presented at NACPA before? If so, list the title/yr of your session(s). |  |