# Learning & HR Tech Solutions Conference and Expo 2024

# Call for Proposals

Thank you for your interest in speaking at the first-ever Learning & HR Tech Solutions Conference and Expo!

Formerly known as Learning Solutions, Learning & HR Tech Solutions is a newly expanded event centered around learning, HR technology, and the growing connection between the roles of L&D and HR. Join us on April 23 – 25, 2024, in Orlando, FL, for an unforgettable experience of exploring and exchanging top tools, techniques, and ideas that will power the future of talent development.

Word doc provides a space for you to draft your answers to the questions you’ll see when filling out your speaking proposal. We recommend you keep a copy of this doc for reference should your proposal be selected.

If you have any questions prior to submitting don't hesitate to reach out to us by emailing [programs@learningguild.com](mailto:programs@learningguild.com). Good luck!

## Session Title and Type

#### 1) ****Please select the type of session for this proposal.**** \*

**NOTE:** Hands-On Learning BYOD (Bring Your Own Device) sessions are ones where the majority of the time is spent on hands-on activities. They are specifically for teaching people techniques or tools and often require attendees bring a laptop or mobile device so they can participate.

Concurrent Session (1 hour/45 minutes)

Hands-On BYOD Session (1 hour)

One-day Workshop

Hands-On BYOD One-day Workshop

### 2) ****You indicated your session is a Hands-On BYOD Session.****For this type of session attendees should spend the majority of their time doing step-by-step tutorials, designing/developing, or other hands-on activities. Please tell us more about the hands on parts of your session idea and, if applicable, include the devices/software participants will need to bring.\*



### 3) ****What's the suggested title for your session?****\*

**TIP:** It’s helpful to have a title that’s clear about what topics, techniques, and/or approaches your session will cover. That can help it attract the right audience as well as assist attendees who choose sessions based on the title alone.



#### 4) Which of the following is the best audience for your session?\* ****NOTE:**** Both L&D and HR audiences will be able to attend your session.

L&D Audience- These individuals typically include learning and development professionals, trainers, instructional designers, educators, talent development managers, and individuals interested in fostering personal and organizational growth through effective learning strategies.

HR Audience- These individuals typically include professionals, practitioners, experts, and stakeholders within the field of HR, such as HR managers, directors, executives, recruiters, trainers, consultants, and employees involved in HR functions.

#### 5) ****What topic best describes the theme of your proposal?\*****

HR: Strategy- The deliberate approaches organizations take to align HR practices with organizational goals. Discussions focus on designing, implementing, and evaluating initiatives to drive growth, talent development, and performance.

HR: Technology- The utilization of digital tools, platforms, and innovations to optimize human resources practices within organizations. Technology plays a crucial role in transforming how HR functions are managed, and overall organizational performance is improved.

HR: Practices- The established methods, approaches, and techniques employed by organizations in the fields of human resources. These practices encompass a wide range of strategies, processes, and actions implemented to enhance organizational performance, talent management, and employee development.

HR: People/Culture- The focus on understanding, developing, and leveraging the human aspect of organizations, including the workforce, organizational culture, and employee engagement. This topic explores the critical role of people and culture in driving organizational success, fostering a positive work environment, and achieving strategic objectives.

#### 6) ****What topic best describe the theme of your proposal?\*****

 L&D: Strategy- The deliberate approach organizations take to align learning and development efforts with organizational goals. Discussions focus on designing, implementing, and evaluating initiatives to drive growth, talent development, and performance.

 L&D: Technology- The utilization of digital tools, platforms, modes of delivery, and innovations to enhance learning and development processes and practices within organizations. Technology plays a crucial role in transforming how learning is delivered and overall organizational performance is improved.

 L&D: Practices- The established methods, approaches, and techniques employed by organizations in the fields of learning and development. These practices encompass a wide range of strategies, processes, and actions implemented to enhance organizational performance, talent management, and employee development.

 L&D: Instructional Design- The systematic and strategic process of creating effective and engaging learning experiences for individuals or groups. Instructional design involves the analysis, design, development, implementation, and evaluation of learning solutions to meet specific learning objectives and address the needs of learners.

## Session Description

**TIP: Conference attendees will be relying on the info you provide here to determine if they want to attend your session, so be descriptive! Be sure to write with the attendee in mind, such as using sentences starting with phrases like "You will...".**

### 7) ****Describe the challenge or problem that this session addresses.****\* ****TIP:**** Your answer here should paint a picture of the issue your session is addressing. ****EXAMPLE:**** People are your organization’s most valuable resource. So why is nurturing and developing them seen as a cost-center and “overhead” to be trimmed? Talent development professionals share a compelling interest in developing an organization’s people—to engage and retain employees, fill skills gaps, and future-proof the organization—and in gaining the recognition of senior leaders that employee development is a strategic investment.



### ****The next two questions are the most important ones when it comes to how we evaluate your proposal. Be sure to include as much specific detail here as you can about the strategies, approaches, concepts, tools, and technologies you plan to cover so we can best understand your vision for the full length of the session.****

### 8) ****Describe how the session will provide a solution for attendees.\***** ****TIP:**** This section is where you should focus your energy. Let the attendees know the details of your solution/approach and what's special about your angle on this topic. (Our attendees love details, so the more spoilers you give them about the specific content you'll be covering the better!) ****EXAMPLE:**** This session explores strategies you can deploy to create a continuous learning culture that boosts performance and engagement at all levels of your organization. We’ll examine research that shows why developing employees, from onboarding through creating a leadership pipeline and supporting vertical and horizontal career development paths, is good for the business.We’ll also discuss why and how to build cross-functional relationships and generate the necessary internal champions. And we’ll share best practices and strategies for bringing together your talent development team as you jointly pursue these goals. You will leave this session with an action plan for transforming your team into an influential strategic partner in developing employees for the benefit of your organization.



#### 9) ****List the specific attendee takeaways.****\*

**TIP:** Expand upon any specific strategies, techniques, and/or skills you touched on in the previous two questions **(list a minimum of 4)**.  
  
**EXAMPLE:**

1. The value of nurturing a continuous learning culture to boost performance, further business goals, and future-proof the organization
2. How offering horizontal and vertical career paths can help your organization engage and retain employees and fill skills gaps
3. How to build stronger relationships throughout your talent development team and identify and nurture internal champions
4. Proven strategies for raising your team’s profile and becoming a valued member of your organization’s strategic leadership

**Complete the sentence, "In this session, you will learn…"\***

1: 

2: 

3: 

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#### 10) Let us know about the technologies/platforms/devices that you'll ****demonstrate or discuss**** in your session. \* Don't list your A/V requirements as we don't need them at this time.

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12: 

## Session Description

### 11) ****What device(s) do attendees need to bring in order to participate in your Hands-On Learning BYOD session?****\*



### 12) ****Prerequisite Audience Knowledge:**** What knowledge or skills (if any) should attendees already have to get the most from your workshop?\*



### 13) ****How will your workshop go beyond the scope of a one-hour concurrent session and use the full day?****\*



### 14) ****What other events have you given or proposed this presentation for?****\*



### 15) Are you planning on including extensive audience participation in your session? Ex: group activity requiring a hard surface, easy movement around the room, etc. If yes, please explain here. Please note - If your proposal is accepted, it is not a guarantee that we can accommodate your specific need and we may need to work with you to adjust the activity.\*



## Availability

#### 16) ****The conference will be held on the following dates: Sunday, April 21 - Thursday April 25, 2024.****\*

I'm available to speak on any of the conference dates

I have a conflict with one or more of those dates

#### 17) ****Select the day(s) you CAN'T speak.****\*

I can't speak on Sunday, April 21 (Pre-conference workshop day 1)

I can't speak on Monday, April 22 (Pre-conference workshop day 2)

I can't speak on Tuesday, April 23 (Main conference day 1)

I can't speak on Wednesday, April 24 (Main conference day 2)

I can't speak on Thursday, April 25 (Main conference day 3)

## Third Party Submission

#### 18) ****Is this proposal being submitted by a third-party?****\*

Yes

No

## Third Party Details

### 19) ****Third Party Contact Information:****

First Name (3rd Party)\*: 

Last Name (3rd Party)\*: 

Job Title (3rd Party)\*: 

Company Name (3rd Party)\*: 

Relationship to speaker(s)\*: 

Primary Phone (3rd Party)\*: 

Other Phone (3rd Party): 

Email (3rd Party)\*: 

## Primary Speaker Information

### 20) ****Primary Speaker****

First Name (Primary Speaker)\*: 

Last Name (Primary Speaker)\*: 

Job Title (Primary Speaker)\*: 

Company Name (Primary Speaker)\*: 

Email Address (Primary Speaker)\*: 

Office Phone Number (Primary Speaker)\*: 

Cell Phone Number (Primary Speaker)\*: 

Street Address (Primary Speaker)\*: 

Apt/Suite/Office: 

City (Primary Speaker)\*: 

State (Primary Speaker)\*: 

Zip (Primary Speaker)\*: 

#### Country\*

**Which** **pronouns do you use when referring to yourself? (Primary Speaker)\***

She/Her

He/Him

They/Them

Other - Write In

Other - Write In: 

#### ****Add your Social Media contact information. (Primary Speaker)**** We often promote conference sessions on our social media channels. While this information isn't required to have a proposal accepted, if your session is selected and you'd like us to tag you when promoting it just let us know which accounts to tag.

LinkedIn: 

Facebook: 

Twitter: 

Other: 

### 21) ****Bio**** (Primary Speaker)\* This bio should highlight career or educational experiences, awards, etc. Do not describe your organization's products or services. (No more than ****100**** words.)



### 22) Diversity and inclusion are important to our profession, and we proactively strive to reflect that diversity in our programs. If the primary presenter for this session is part of a group that you feel is underrepresented within our industry, we invite you to share details about that here.



## Co-Speaker Submission

#### 23) ****Will there be a co-speaker for this session?****\*

The first co-speaker for an accepted session is able to register for the conference at a discounted rate.

Yes

No

## Co-Speaker Information

### 24) ****Co-Speaker**** (First Co-Presenter):

First Name (First Co-Presenter)\*: 

Last Name (First Co-Presenter)\*: 

Job Title (First Co-Presenter)\*: 

Company Name (First Co-Presenter)\*: 

Email Address (First Co-Presenter)\*: 

Office Phone Number (First Co-Presenter)\*: 

Cell Phone Number (First Co-Presenter)\*: 

Street Address (First Co-Presenter)\*: 

Apt/Suite/Office: 

City (First Co-Presenter)\*: 

State (First Co-Presenter)\*: 

Zip (First Co-Presenter)\*: 

#### Country\*

#### Which pronouns does your co-speaker use when referring to themselves? (First Co-Presenter)\*

She/Her

He/Him

They/Them

Other - Write In

Other - Write In: 

#### ****Add your Social Media contact information****(First Co-Presenter) We often promote conference sessions on our social media channels. While this information isn't required to have a proposal accepted, if your session is selected and you'd like us to tag you when promoting it just let us know which accounts to tag.

LinkedIn: 

Facebook: 

Twitter: 

Other: 

### 25) ****Co-Speaker Bio:**** This bio should highlight career or educational experiences, awards, etc. Do not describe the co-speaker's organization's products or services. (No more than ****100**** words)\*



### 26) Diversity and inclusion are important to our profession, and we proactively strive to reflect that diversity in our programs. If the co-speaker is part of a group that you feel is underrepresented within our industry, we invite you to share details about that here. (First Co-Presenter)



## Third Speaker Submission

#### 27) ****Will there be a third speaker for this session?****\*

The 3rd speaker in this submission will need to register for the conference at the full rate. They can use any additional discounts that apply, including early registration discounts. Refer to the registration pages on the Learning & HR Tech Solutions Conference and Expo 2024 website for more information on the discounts available.

Yes

No

## Third Speaker Information

### 28) Third Speaker

First Name (Second Co-Speaker)\*: 

Last Name (Second Co-Speaker)\*: 

Job Title (Second Co-Speaker)\*: 

Company Name (Second Co-Speaker)\*: 

Email Address (Second Co-Speaker)\*: 

Office Phone Number (Second Co-Speaker)\*: 

Cell Phone Number (Second Co-Speaker)\*: 

Street Address (Second Co-Speaker)\*: 

Apt/Suite/Office: 

City (Second Co-Speaker)\*: 

State (Second Co-Speaker)\*: 

Zip (Second Co-Speaker)\*: 

#### Country (Second Co-Speaker)\*

#### Which pronouns does your co-speaker use when referring to themselves? (Second Co-Speaker)\*

She/Her

He/Him

They/Them

Other - Write In

Other - Write In: 

#### ****Add your Social Media contact information****(Second Co-Speaker) We often promote conference sessions on our social media channels. While this information isn't required to have a proposal accepted, if your session is selected and you'd like us to tag you when promoting it just let us know which accounts to tag.

LinkedIn: 

Facebook: 

Twitter: 

Other: 

### 29) ****Third Speaker Bio**** This bio should highlight career or educational experiences, awards, etc. Do not describe the co-speaker's organization's products or services. (No more than ****100**** words)\*



### 30) Diversity and inclusion are important to our profession, and we proactively strive to reflect that diversity in our programs. If the co-speaker is part of a group that you feel is underrepresented within our industry, we invite you to share details about that here. (Second Co-Speaker)



## Submit Your Proposal

#### 31) The proposal you are about to submit is for the Learning Guild’s Learning & HR Tech Solutions Conference and Expo 2024 to be held ****April 21-25, 2024 at The Rosen Centre in Orlando, FL.**** All proposals are subject to the Learning Guild's [standard terms and conditions](http://www.learningguild.com/showFile.cfm?id=6516) for speakers and our [Assumption of Risk, Release, and Waiver of Liability](https://www.learningguild.com/lscon/content/6591/learning-solutions-2022-conference--expo--assumption-of-risk-release-and-waiver-of-liability), and your submission of this proposal assumes agreement with those terms. NOTE: That all sounds VERY "lawyery" but the terms are fairly basic and quick to read through. Should you have any questions, please feel free to reach out to us at [programs@learningguild.com](mailto:programs@learningguild.com).

By clicking here, I agree that I have read and agree to The Learning Guild's Assumption of Risk, Release, and Waiver of Liability and the standard Terms & Conditions for Learning & Human Resource Tech Solutions Conference and Expo 2024 speakers.

## Thank you for submitting to speak at our event!

### So what happens next?

### After completing your submission, confirmation has been sent to your email address. If you don't see it in the within the hour of submitting your proposal, be sure to check your spam folder as they sometimes land there. The review process takes a bit of time, but we expect to be able to let you know the status of your proposal in ****late fall****. For questions before then, feel free to reach out to us at [programs@learningguild.com](mailto:programs@learningguild.com).​