



Call for Presentations for AGC's 8th Annual HR Professionals Conference and AGC's 3rd Annual Training & Development Conference

The Associated General Contractors of America (AGC) will hold its 8th Annual HR Professionals Conference October 27-28, 2009 and its 3rd Annual Training & Development Conference October 28-29, 2009, at the Grand Hyatt in Atlanta, Georgia, with joint sessions on Oct. 28. This notice is a call for presentations for a limited number of speaking opportunities for each conference and the joint session.

The HR Professionals Conference offers human resource professionals at all levels working directly for AGC-member construction contractors or AGC chapters an opportunity to share best practices and learn from experts about the most significant, practical, and current HR concerns in the construction industry. Common job titles of past attendees include:

- Human Resource Directors, Managers, Generalists and Administrators
- Vice President, Human Resources
- Employment Managers and Recruiters
- Benefits Managers, Administrators and Specialists

The Training & Development Conference provides contractors and chapter staff an opportunity to hear from industry experts and work with peers to develop innovative approaches and exchange ideas on key education, training and workforce development topics within the construction industry.

The Conference is designed for general and specialty contractor staff, AGC chapter staff and other professionals involved in workforce and professional development, education, and training. Some job titles of past attendees include:

- Training Directors, Managers and Coordinators
- Workforce Development Directors, Managers and Coordinators
- Education Directors, Managers and Coordinators
- Professional Development Directors, Managers and Coordinators
- Apprenticeship Directors, Managers and Coordinators
- Human Resource Directors, Managers and Coordinators

SESSION INFORMATION

We invite proposals for compelling educational sessions in the following content areas and adhering to the following formats.

Content Areas of Interest:

- Creating a Passion for Organizational Learning
- Using Innovative Technology for Training – video conferencing, webinars, podcasts, simulators
- Using the Kirkpatrick Levels to Establish Return on Investment in Training
- Integrating Experiential (Experience-Based) Learning into Traditional Training
- Partnering with Community Colleges for Construction-specific Training
- Learning 2.0 – What is it? What works?
- How to Turn Instructor-Led Content to Effective Online Learning
- HR Professionals as Strategic Business Partners
- Using Technology in the HR Department for Efficiency and Effectiveness
- Using Social Networking Sites and Other Web 2.0 Technologies for Recruiting, Talent Management, and Employee Engagement
- Maintaining a Strong Compensation Plan During Tough Times
- Thriving in a Multicultural Construction Environment

Breakout Sessions:

- Will be scheduled for 50 minutes in length.
- May utilize a single presenter, multiple presenters or a panel format. If a panel method is selected, the panel should consist of 3-6 participants, including a moderator. Panel members should be prepared to provide their views on a common theme, issue or question and then discuss them with the panel members. In an effort to present a variety of viewpoints, panel members must represent different organizations.
- Regardless of format, the instructional methods used during the session should provide opportunities for students to be actively involved and interact with the material and presenters, as well as with other attendees where appropriate.
- Provide an opportunity to share relevant commercial construction case studies.
- Should employ experience-based learning with interactions, hands-on activities and demonstrations.
- Should provide a handout and/or other meaningful takeaway for attendees.

Plenary Sessions:

- Will be scheduled for 90 minutes in length.
- May utilize a single presenter, multiple presenters or a panel format.

- Regardless of format, the instructional methods used during the session should provide opportunities for attendees to be actively involved and interact with the material and presenters, as well as with other attendees, where appropriate.
- Should present innovative techniques or best practices to a content area listed above.
- Should provide a handout and/or other meaningful takeaway for attendees.

CRITERIA

Proposals for educational sessions must adhere to the following criteria:

- All presentations submitted should be designed to fit one of the formats listed above. The format should be noted in the proposal.
- All presenters and/or panel members must be available to deliver their presentation in Atlanta, GA during the scheduled conference.
- Educational sessions may be conducted using a single presenter, multiple presenters or a panel.
- All proposals must include clear and concise written statements of intended learning outcomes or objectives for each session. These should be proportionate and realistic for the length of the session. These statements must reflect what the students will achieve by participating in this session.
- All presenters must provide his/her own laptop, if a laptop is required for the presentation.
- All presenters will be required to sign a Speakers Agreement with AGC of America, which will include granting AGC a nonexclusive license to the copyright of written materials and may include permission to record the session.

AGC PROVIDES

AGC provides the following educational services and technical support to its speakers:

- Assistance with curriculum development, including proofreading, addition of AGC logo or other imagery.
- Production and replication services for attendee materials. Note, in the event that a speaker misses the materials deadline, he/she may be responsible for production and replication services or late fees.
- Onsite facilitation and support as needed during the program.
- Feedback based on participant evaluations collected at the end of each AGC program.
- Onsite technical support and resources necessary to deliver the program, such as use of audio-video equipment. These resources will be provided as requested.
- AGC staff will work with the speakers to ensure the program adheres to continuing education credit requirements.

AGC EXPECTATIONS

AGC has the following expectations for all speakers:

- Demonstrates professionalism in all communications and actions related to and during the program.
- Understands that it is not appropriate and strictly prohibited to solicit for a company, service or product, or to recruit.
- Demonstrates high standards of professional conduct and does not discriminate against learners on the basis of gender, age, race, color, national origin, religion, sexual orientation, or disability.
- Makes a reasonable time commitment for the program, including pre-program and post-program responsibilities.
 - Available for pre-program conference call or other communications as necessary.
 - Develops or customizes program handouts as needed.
 - Arrives in advance of program start time to allow for set up, orienting oneself to the classroom environment, and time to touch base with AGC staff.
 - Be available for approximately 30 minutes after program concludes to answer questions of attendees.
- Strives to make the verbal presentation and written and graphic materials accurate, appropriate, and meaningful.
- Delivers content as developed and agreed upon. Changes to core content should be submitted to AGC for approval.
- Meets AGC deadlines.
- If program offers continuing education credits, adheres to credit requirements, does his/her part to meet the requirements.
- Submits all program materials, including handouts and PowerPoint slides, electronically by Friday, August 7, 2009. AGC will provide instructions to selected speakers on submitting your materials electronically.
- Any materials provided by the speaker, AGC has the right to distribute as necessary to attendees of the program, to meet credit requirements.

SPEAKER EXPENSES

Selected speakers will receive one complimentary nontransferable standard conference registration. Please note that any conference activities that require an additional fee or ticket purchase will be the sole responsibility of the speaker. Selected speakers will also receive one complimentary night's stay in the AGC conference hotel.

Selected speakers will not be reimbursed for any expenses incurred in developing content or materials for his/her presentation or travel to/from the conference.

SUBMISSION INSTRUCTIONS

Please submit your proposal by **Tuesday, March 10, 2009**. At a minimum, your proposal should include the following information:

1. Provide title of presentation.
2. Provide a general description and outline for the presentation.
3. Identify the content area that this addresses. Reference above list under **Content Areas of Interest**.
4. Identify the target audience, including experience level or any prerequisites for this presentation.
5. Include specific learning objectives that the attendees will accomplish by the end of the session.
6. Identify the presenter(s) and/or all panelists.
7. Provide information detailing each presenter's/panelist's background and qualifications relevant to the subject matter and to conducting this program.
8. Include contact information and a brief biography for each presenter(s). Note that the biography could be used in promotional materials.
9. Disclose any commercial interests that the presenter or any of the panelists may have in any product, instrument, device, service or materials discussed during the proposed session.
10. List date(s) and location(s) where this presentation has been presented or is proposed/planned to be presented.
11. Provide samples of handouts, case studies or any other materials that will be made available to attendees.
12. Identify any audio-visual or setup requirements for the educational session.

All proposals and questions should be submitted electronically to:

Joanna Zaffaroni
Program Coordinator, Continuing Education
The Associated General Contractors of America
zaffaronij@agc.org

SELECTION PROCESS & NOTIFICATION

All proposals will be reviewed by the Planning Committee. Presentations and presenters must meet or exceed the criteria listed above. Submission of a presentation does not guarantee inclusion in the conference. Those who submit a presentation will be notified whether or not their presentation was accepted on or before **Friday, April 3, 2009**.