

## NZPPA CONFERENCE 2011 PROPOSAL OUTLINE

**Please complete the following proposal outline:**

*Note:* Only complete proposal outlines will be considered by NZPPA. Please ensure that you have completed the application in full and attached any necessary supporting documents and materials.

### 1. Speaker Information

<b>Name:</b>	
<b>Title:</b>	
<b>Organisation:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Country:</b>	
<b>Work Telephone:</b>	
<b>Fax Telephone:</b>	
<b>E-mail:</b>	

### 2. Speaker Biography

A brief paragraph (1 page maximum) on your background and current position.

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### 3. Presentation Title:

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### 4. Presentation Category

<b><i>Legislation and Compliance</i></b>		<b><i>Global Payroll Issues and Trends</i></b>	
<b><i>Managing Payroll</i></b>		<b><i>Personal and Professional Development</i></b>	
<b><i>Compliance HR and Payroll</i></b>		<b><i>Payroll Best Practices</i></b>	
<b><i>Technology Government</i></b>		<b><i>Management Strategies</i></b>	
<b><i>Benefits and Compensation</i></b>		<b><i>Case Study</i></b>	
<b><i>Employee Relations Management</i></b>		<b><i>Other (please specify):</i></b>	

### 5. Presentation Description

A brief outline of your proposed presentation (maximum of 75 words or less) including key points to be covered during the presentation.

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## 6. Audience Experience Level

All professionals	
Senior/Management (10+ yrs)	
Intermediate (3-10 yrs)	
New (< 3 yrs)	

## 7. Presentation History

a) Have you presented at a conference or event?

Yes		No	
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If yes, please list:

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b) A brief list of where and when you have made presentations in the past.  
Please provide the name(s) of the organisation(s) along with a contact name and telephone number (for reference purposes).

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## 8. Contact Information

If you are submitting a proposal on behalf of a speaker or an organisation, please include your:

<b>Name:</b>	
<b>Title:</b>	
<b>Organisation:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Country:</b>	
<b>Work Telephone:</b>	
<b>Fax Telephone:</b>	
<b>E-mail:</b>	

## 9. Fees/Expenses

The NZPPA will cover reasonable travel expenses and one night overnight accommodation if required due to travel distance.

**If applicable**, please send a videotape, audiotape, and/or book for review as well.

*Note:* Unless specifically requested, proposals/videos and/or books will not be returned. If you would like anything in your proposal returned please enclose a self-addressed stamped envelope with your proposal submission.

All proposals are due by **10 Jun 2011** and will be reviewed by the NZPPA. You will be notified via e-mail of the status of your proposal by **15 Jun 2011**.

**Thank you for your interest and submission.**