



CALL FOR PRESENTATIONS

The Jamaica Employers' Federation

will host its
26th ANNUAL CONVENTION,
and invites

workplace practitioners, academics, management consultants, trainers & other interested individuals to submit proposals for presentations.



May 8–11, 2008 Sunset Jamaica Grande Resort & Spa, Ocho Rios Jamaica

The convention content is built around learning themes called **LEARNING TRACKS** and the following are the topics from which presentations may be drawn.

Business & Business Strategy

- Business ethics
- Corporate Governance
- Corporate Social Responsibility
- Entrepreneurship
- Business and financial literacy
- Business innovation
- Improving business processes
- Technology applications
- Risk Management
- Building technical competencies
- Information management

Workplace issues & Employee Relations

- Bridging the generation gap
- Retirement planning & preparation
- Managing Company / Trade Union relations
- Culture and the workplace
- Employee communication
- Employee motivation and engagement
- Pension Funds Stewardship

Productivity & Business Improvement

- Productivity benchmarking
- Productivity improvement success stories
- Quality Control
- Productivity measurement tools
- Productivity Bargaining

Global Issues

- Trade and global competitiveness
- International Labour Market
- Global workplace trends
- Diversity

Legal Issues

- Legal case studies
- Labour Market legislations
- Labour laws in practice

Human Resource Management Nuts & Bolts

- Managing compensation and benefits
- Succession Planning and Management
- Performance Management Systems
- Competency based HR Management
- Sourcing and managing talent
- HR Metrics and Analytics
- Talent development and retention
- HR Strategic Management
- Manpower Planning

Occupational Health & Safety

- Improving the safety & safety performance at the workplace
- Wellness initiatives and their impact on productivity
- Work life balance initiatives
- HIV/AIDS education and policies

Organizational Learning

- Management and leadership development initiatives
- Workforce training
- Enterprise based learning
- Measuring and evaluating the impact of training
- Conducting Training Needs Assessments
- E-learning and other learning technologies
- Effective training delivery

DEADLINE NOV. 30, 2007

For further information on how to obtain your Call for Presentations Proposal Form contact:
The Jamaica Employers Federation, 2A Ruthven Road Kingston 10, Jamaica.

Tel: (876) 926-6762 / 906-8370 / 754-8446. Fax: (876) 968-4576 / 754-2132

Website: www.jamaicaemployers.com E-mail: info@jamaicaemployers.com Of ydavis.client@jamaicaemployers.com

Call for PRESENTATIONS

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The Jamaica Employers' Federation
26TH Annual Business and Workplace Convention and EXPO
May 8-11, 2008
Sunset Jamaica Grande Hotel
Ocho Rios, Jamaica, W.I

1. About the Jamaica Employers' Federation

The Jamaica Employers' Federation (**JEF**) is the recognized organization in Jamaica which represents the business community on workplace and employment issues in their relationship with Government, trade unions and other stakeholders.

Each year, the Federation brings together Business owners, CEOs, Managers, HR, Employee/Relations practitioners, Training specialist, other decision makers to explore workplace and business issues, gain knowledge, exchange ideas and build professional networks.

2. About the annual Convention

The Convention, which has been held continuously for over twenty five years, attracts over 600 local, regional and international participants each year, making it the largest event of its kind in the English speaking Caribbean. Participants are drawn from small, medium and large business enterprises, Government and quasi government agencies within Jamaica and other Caribbean islands.

3. Our invitation

We invite workplace practitioners, academics, management consultants, trainers and other interested individuals to submit proposals for presentations at the Federation's 26th Annual Convention, which will be held **May 8 -11 2008** in the resort town of **Ocho Rios, Jamaica.**

4. Making a submission

- Complete the submission form attached
- Forward the completed form by e-mail or regular mail to the address indicated
- Submissions should be received in the Federation by **Friday, November 30, 2007**

5. Payment to presenters

The tradition of the Convention is to use the event as a vehicle for fostering innovation and best practices in the areas of business and the workplace productivity. The long term goal is to improve the professionalism of practitioners and the effectiveness and competitiveness of Jamaican and Caribbean organizations. We are therefore interested in potential **presenters who are willing to share their experiences and expertise without payment in the spirit and pursuit of this goal.**

6. Coverage of expenses

For overseas presenters JEF will cover the cost of:

- **Accommodation for TWO (2)** nights, including meals
- Economy travel to and from Jamaica, based on the most direct route available
- Full Conference registration

For local presenters JEF will cover the cost of:

- **Accommodation for ONE (1)** night, including meals (either the night before or the night of the presentation)

7. Structure of the Sessions

The sessions are sub-divided into the following categories:

- **PRE-Convention Workshops:** These sessions take place on the day before the official start of the Convention (Usually the Thursday). These are designed to be interactive workshop and are scheduled to last for approximately four hours.
- **Concurrent sessions:** These sessions last one hour and fifteen minutes with forty five (45) minutes of presentation time. There are typically four concurrent sessions for every block of sessions.
- **General sessions:** These sessions are intended for all participants in one sitting which last one hour and fifteen minutes with forty five (45) minutes of presentation time.

8. Learning tracks and topics

The Convention content is built around learning themes called **LEARNING TRACKS**. The following are some of the topics which will be considered for the 2008 Convention.

8.1. Business and business strategy

- Business ethics
- Corporate Governance
- Corporate Social Responsibility
- Entrepreneurship
- Business and financial literacy
- Business innovation
- Improving business processes
- Technology applications
- Risk Management
- Building technical competencies
- Information management

8.2. Workplace Issues and Employee Relations

- Bridging the generation gap
- Retirement planning & preparation
- Managing Company / Trade Union relations
- Culture and the workplace
- Employee communication
- Employee motivation and engagement
- Pension Funds Stewardship

8.3. Productivity and Business Improvement

- Productivity benchmarking
- Productivity improvement success stories
- Quality Control
- Productivity measurement tools
- Productivity Bargaining

8.4. Global Issues

- Trade and global competitiveness
- International Labour Market
- Global workplace trends
- Diversity

8.5. Legal issues

- Legal case studies
- Labour Market legislations
- Labour laws in practice

8.6. Human Resource Management Nuts and Bolts

- Managing compensation and benefits
- Succession Planning and Management
- Performance Management Systems
- Competency based HR Management
- Sourcing and managing talent
- HR Metrics and Analytics
- Talent development and retention
- HR Strategic Management
- Manpower Planning

8.7. Occupational Health & Safety

- Improving the safety & safety performance at the workplace
- Wellness initiatives and their impact on productivity
- Work life balance initiatives
- HIV/AIDS education and policies

8.8. Organizational learning

- Management and leadership development initiatives
- Workforce training
- Enterprise based learning
- Measuring and evaluating the impact of training
- Conducting Training Needs Assessments
- E-learning and other learning technologies
- Effective training delivery

8.9 General

- Workplace change initiatives
- Case studies

This is not an exhaustive list, additional topics will be considered.

9. Method of selection and notice to presenters

- A selection panel will review all submissions and make a final selection
- Selection will be based on criteria such as the fit with the interest of the participants, novelty of the ideas and the experience of the presenter.
- Presenters will be notified of their selection by **Friday, December 14, 2007.**

10. Requirements

We are seeking persons with the ability to effectively deliver an engaging educational and informative presentation to a large audience.

11. Our expectations of presenters

We expect our presenters to:

- Meet the various deadlines which will be given during the planning phase
- Conform to the session content as originally submitted or subsequently agreed.
- Submit high-quality handouts for the session within the time prescribed.
- Cooperate with the Planning Committee in the promotion of the Convention by being accessible to the news media for Pre-Convention and post-presentation interviews
- Refrain from using the presentation to promote the speaker's business, products and services or the products business and services of a vendor.
- Not to add additional presenters without the permission of the Planning Committee
- Allow the Federation to record the presentation for future promotional purposes and sale of audio tapes.

12. Time Keeping

The JEF Convention has developed a reputation for precision and on-time delivery. All our sessions and event begin and end at the scheduled time. We expect our presenters to honour this tradition by ensuring that they are at the session location at least half hour before the scheduled time of the presentation.

13. Support

JEF will provide the following support:

- All audio visual equipment
- A Presenter's Hospitality Suite for pre-preparation
- Sale of books authored by the presenter in the EXPO

14. Convention Highlights

- Grand opening spectacular
- FUN RUN
- Friday night show and party
- CEO Luncheon
- Saturday night off-site excursion
- EXPO
- Numerous networking activities



The Jamaica Employers' Federation
26TH Annual Business and Workplace Convention & EXPO
May 8-11 2008

Presentation Proposal Form

Name	
Organization	
Position	
Brief Profile of Presenter	
Mailing Address	
E-Mail	
FAX	
Office Tel	
Home Tel	
Mobile Tel	
Presentation Title	
Abstract/Brief Summary of Presentation	

Relevant learning track	
Best suited	<input type="checkbox"/> Concurrent <input type="checkbox"/> Pre-Convention Workshop <input type="checkbox"/> General Session
What participants will learn	
Experience of making presentations	
Other relevant information	

- Please attach full profile or Resume
- Completed forms may be sent to the Planning Committee by any of the following methods.

MAIL

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 Kingston 10
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