



## PRESENTATION PROPOSAL FORM

Annual Educational Conference • March 3 – 5, 2019 Newport, RI

**Deadline for Submission Extended: ~~September 30, 2018~~ October 15, 2018**

### Proposal Guidelines

Excluding roundtables, resource providers (vendors, exhibitors, consultants, for-profit partners) may only deliver an educational presentation when paired with a not-for-profit organization.

Presenters do not receive compensation for their presentations.

If a presenter wants to attend sessions, they must register and pay the conference registration fee. No fee is required to attend the session they present.

### Presenter Information

**Name(s):** \_\_\_\_\_

*If more than one presenter, please provide information for all presenters and designate one as primary contact.*

**Title(s):** \_\_\_\_\_

**Organization(s):** \_\_\_\_\_

**Address of Contact Person:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Professional affiliations and/or certifications:** \_\_\_\_\_

- ☐ I would like to be a Sponsor or Exhibitor at the 2019 NEAHP Educational Conference. Please contact me with more information.

*Preference may be given to resource providers who serve as a sponsor or exhibitor in the selection of educational presentations by the Conference Program Committee. Serving as a sponsor or exhibitor of the Annual NEAHP Educational Conference does not guarantee that a resource provider will be selected as a presenter of an educational session. Selection is made by the Conference Program Committee based upon the merits of the proposed presentation, the educational needs of the conference and in consideration of presentations proposed by others.*

Presentation Information

Proposed Title: \_\_\_\_\_

**Note:** *Session titles should be no more than ten words, and include an active verb. Subtitles may be included.*

Brief Description of Presentation

Please include a session description of **no more than 50 words in length**. This will be the language used to promote the session in the conference brochure. NEAHP reserves the right to revise as necessary.

Brief description of your expertise on the proposed topic:

Presentation Format:

*Please note: breakout sessions are 1 hour and 15 minutes.*

☐ Breakout Session    ☐ Breakout Session-Panel Format    ☐ Two consecutive Breakout Sessions

Accepted presentations must be in Microsoft PowerPoint format and sent to NEAHP by January 11, 2019. NEAHP will provide a projector and screen. **Presenters will be responsible for supplying their own laptop with presentation loaded.**

Please identify any additional audiovisual requirements you anticipate:

☐ Speakers for the computer    ☐ DVD Player    ☐ Internet connection    ☐ Other \_\_\_\_\_

**Professional Level** *(select level for which your presentation will be targeted):*

- ☐ Beginner 1-2 yrs
- ☐ Advanced 6+ yrs
- ☐ Intermediate 3-5 yrs
- ☐ General – all levels

**Development Office Shop Size** *(select level for which your presentation will be targeted):*

- ☐ One person shop
- ☐ Large (6+ staff)
- ☐ Small (3 or less staff)
- ☐ Even Larger (10+ staff)
- ☐ Medium (4 – 6 staff)
- ☐ Other/All \_\_\_\_\_

**Please Note:**

*By submitting a proposal, you give NEAHP the authority to electronically post and share your presentation, abstract, learning points, handouts and personal biography online, and to publish them in printed or other electronic NEAHP materials.*

**How did you receive our Request for Proposals?**

- ☐ NEAHP Mailing/E-mail
- ☐ NEAHP Board or Committee Member
- ☐ NEAHP Website
- ☐ Other \_\_\_\_\_

**References**

*Please provide two references from individuals who are familiar with your presentation experience.*

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

- ☐ I have      ☐ have not presented at AHP/NEAHP in the past.
- ☐ I would      ☐ would not be interested in presenting an NEAHP webinar on this topic following the conference.

**Speaker Bio**

*Please include a brief bio of no more than 100 words for each presenter with proposal form.*

**Selected speakers will be notified by October 26, 2018. PLEASE SEND OR E-MAIL YOUR PROPOSAL**

**TO:**  
**NEAHP 465 Waverley Oaks Road, Suite 421 • Waltham, MA 02452 [info@neahp.org](mailto:info@neahp.org)**

**Questions?** Contact Program Committee Chair Jennifer Clark at [jclark@germancentre.org](mailto:jclark@germancentre.org)