Call for Presentations

General Information

LeadingAge Iowa is seeking presentations that:

- **Are timely, relevant, practical, and actionable.**
- **Incorporate engaging, interactive educational methods.**
- **Provide concrete takeaways and resources and/or demonstrate measurable outcomes.**

LeadingAge Iowa is seeking speakers who:

- **Are qualified in the subject matter.**
- **Experienced professionals, experts in their field.**
- **Engage the audience and encourage active participation (examples: show-of-hands voting; discuss with neighbor or in small groups; use case studies). Each presentation should provide 2-4 opportunities for attendees to think, to write and/or to share.**
- **Understand that attendees are seeking to understand what your research and data mean to them and how it is applicable to their organization.**
- **Help attendees uncover what the content means.**
- **Create opportunities to discuss how to apply the content (example: "what one idea shared today are you going to try?").**
- **Connect to the attendees' emotions.**
- **See the attendees as co-creators along with you, not simply as a consumer of your information.**
- **Focus on what is in the best interest of the attendees for your session.**
- **Can easily convey the material in a virtual setting.**

Proposals will be considered for a variety of virtual and in-person events in 2021 and 2022.

Please Note:

- **Incomplete submissions will not be considered.**
- **Each presenter is limited to three proposals and each topic submitted must have its own complete application.**
- **Please do not complete the form in all-caps or use bullet points in your answers. Your assistance is appreciated.**

Questions?
Please contact Amy Huisman at
AHuisman@LeadingAgeIowa.org or 515-440-4630

You will need the following information to complete the CFP:

- **Session title**
- **Purpose statement (1 sentence)**
- **Summary (less than 100 words)**
- **3 Learning objectives and accompanying content/topics**

- **Bibliography (list of sources used in preparing the presentation in APA format)**
- **A/V requests**
- **Presenter(s) contact information**

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Agreement to Terms

Please read through the following and provide your name and email at the end indicating you have read and agree to LeadingAge Iowa's conference policies.

- **SPEAKER REIMBURSEMENT: Generally, LeadingAge Iowa cannot pay honorarium, travel, per diem, or other costs for breakout session speakers. In addition, speakers are responsible for all expenses incurred in the development and implementation of their sessions. Thank you for your understanding in this matter. To be considered for keynote or paid sessions, please submit proposal to Amy Huisman.**
- **NUMBER OF SPEAKERS: Due to space and time limitations we ask that you limit the number of presenters for a session to two.**
- **PRESENTATION MATERIALS: LAI will discuss deadlines for submitting presentation materials when a proposal is accepted.**
- **USE OF COPYRIGHTED MATERIALS: Copyrighted materials should not be reproduced as part of PowerPoint presentations or handouts without permission from the owner/author and should be cited appropriately in the bibliography.**
- **PROMOTION OF PRODUCTS/SERVICES: Sessions are intended to educate and support learning and; therefore, may not blatantly sell, promote, or pitch any specific products and/or services. If examples of products and/or services must be used to illustrate a point, more than one example must be provided. Any violation of this policy may result in prohibition from presenting with LeadingAge Iowa at future events.**
- **ATTENDEE INFORMATION: Attendee contact information is not provided to exhibitors and sponsors. Presenters are encouraged to include their contact information in their presentation materials.**

As a prospective speaker or representative of a prospective speaker, I agree to comply with the above policies and will inform my co-presenters of these policies.

* 1. Main Contact Name:

* 2. Main Contact Email:

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Presentation Information

* 3. **Presentation Title**:

* 4. **Purpose Statement**:

One sentence describing the overall educational objective of the session.

* 5. **Session Summary** (100 words or less):

When providing session summary, please be as detailed and succinct as possible. This will be included in the official event brochure and posted on all event web materials. Insufficient information may prevent consideration of your proposal.

***NOTE**: Please do not use bullet points in your response. LeadingAge Iowa reserves the right to edit all session titles and descriptions.*

* 6. **Have you given this presentation before**?

- ○ **No**
- ○ **Yes**

If yes, when and where have you given this presentation before?

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Learning Objectives

Please specify three measurable learning objectives as well as a brief description of content/topics to be covered under each objective.

NOTE: LeadingAge Iowa may request additional presentation details from presenters.

* 7. **Learning Objective #1** (Must be stated using an action word such as: define, identify, describe, state, recognize, examine, explain, discuss, demonstrate, review, assess, summarize, list, etc.):
At the conclusion of this session, participants will be able to...

* 8. **Content/Topics for Learning Objective #1**:

* 9. **Learning Objective #2** (Must be stated using an action word such as: define, identify, describe, state, recognize, examine, explain, discuss, demonstrate, review, assess, summarize, list, etc.):
At the conclusion of this session, participants will be able to...

* 10. **Content/Topics for Learning Objective #2**:

* 11. **Learning Objective #3** (Must be stated using an action word such as: define, identify, describe, state, recognize, examine, explain, discuss, demonstrate, review, assess, summarize, list, etc.):
At the conclusion of this session, participants will be able to...

* 12. **Content/Topics for Learning Objective #3**:

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Bibliography

CE governing boards require that speakers cite the sources they reference in their presentations.

* 13. **Bibliography**

Please use APA format for the list of sources used in your presentation. Note: This list can be updated if your proposal is selected.

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Content/Target Audience

* 14. **Content Level**:

- ○ Beginner
- ○ Intermediate
- ○ Advanced

* 15. **Relevant Themes** (Select up to 3)

- ☐ Clinical Excellence
- ☐ Ethics
- ☐ Operational Excellence
- ☐ Other (please specify)
- ☐ Policy/Regulatory
- ☐ Resident Experience
- ☐ Workforce/Professional Growth

* 16. **Target Audience** (select up to 3):

- ☐ Organizational Leaders
- ☐ Nursing/Clinical
- ☐ CFO/Finance
- ☐ Human Resources/Compliance
- ☐ Social Services/Pastoral Care
- ☐ Activities/Therapeutic Recreation/Wellness
- ☐ Other (please specify)
- ☐ Environmental Services/Facility Maintenance
- ☐ Dietitians/Food Services
- ☐ Marketing/Sales
- ☐ Fundraising/Philanthropy
- ☐ Board Members/Trustees

* 17. **Provider Type** (select all that apply):

- ☐ Assisted Living
- ☐ Independent Living
- ☐ Other (please specify)
- ☐ Nursing Home
- ☐ Home and Community Based Services

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A/V & Presentation Materials

For onsite event: The speaker is responsible for bringing his/her presentation on a flash drive for use on-site.

Each breakout session room will be set with the following:

- **Laptop with Microsoft Office + laptop sound**
- **Podium**
- **Head table with two chairs**
- **LCD projector & screen**
- **Sound & mixer**
- **Lavalier microphone, if applicable for the room.**
- **Slide advancer/presentation clicker**

Information on how to submit a request for additional equipment will be communicated upon speaker selection. (examples: internet connection; sound)

For webinars and virtual events:

- **Operating system - Windows 7 - Windows 10 or Mac OS X 10.9 (Mavericks) - macOS 10.15 (Catalina)**
- **Internet connection - 1 Mbps or better (broadband recommended) (see How much bandwidth is used during a session?)**
- **Software - GoToWebinar desktop app (JavaScript enabled)**
- **Hardware - 2GB of RAM (minimum), 4GB or more of RAM (recommended)**
- **Webcam for HDFaces - Microphone and speakers (USB headset recommended)**

18. Other A/V equipment you will need for this presentation:

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Presenter 1 Information

* 19. **Contact Information**

Name:	
Title:	
Address:	
City/Town:	
State/Province:	-- select state --
ZIP/Postal Code:	
Organization:	
Email Address:	
Mobile Phone Number:	

20. Website (if applicable):

21. **Professional Certifications** (if applicable) and **Credentials**:

* 22. **Biographical Summary**:

This should be only a few sentences conveying your current position and relevant background/skills. (Please do not cut and paste your CV.)

* 23. **Do you need to enter information for an additional presenter?**

All *presenters for this session must complete an information page. If you select "No", you will not be able to enter additional speaker information.*

- ○ **Yes**, I need to enter information for another presenter.
- ○ **No**, I will be the only presenter.

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Presenter 2 Information

* 24. **Contact Information**

Name:

Title:

Address:

City/Town:

State/Province: -- select state --

ZIP/Postal Code:

Organization:

Email Address:

Mobile Phone Number:

25. Website (if applicable):

26. **Professional Certifications** (if applicable) and **Credentials**:

* 27. **Biographical Summary**:

This should be only a few sentences conveying your current position and relevant background/skills. (Please do not cut and paste your CV.)

* 28. **Additional presenters**?

If you feel your presentation requires additional presenters beyond what you've entered, select "Yes" below and email AHuisman@LeadingAgeIowa.org after submitting this form to discuss further.

- [ ] **Yes**, I will email AHuisman@LeadingAgeIowa.org to discuss further.
- [ ] **No**, I have entered information for all presenters.

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Thank you

Thank you for submitting this presentation proposal. If you have any questions, please contact Amy Huisman at AHuisman@LeadingAgeIowa.org.