

# Request for Speaker Proposals

## "Buckle Up & HANG ON!"



**Tues, April 20 &  
Wed, April 21, 2010**



@ The Miller Campus  
9750 South 300 West  
Sandy, Utah



### Annual Meeting Convention and Expo



#### Utah Association for Home Care

1327 South 900 East  
Salt Lake City, UT 84105  
Phone (801) 487-8242  
Fax (801) 487-6424

Website: [www.ua4hc.org](http://www.ua4hc.org)

[homecareconnection@msn.com](mailto:homecareconnection@msn.com)

### TOPICS OF INTEREST

The Utah Association for Home Care (UAHC) invites members and non-UAHC members to contribute to the future of the home care industry by submitting a program proposal for our 2010 Annual Meeting, Convention and Expo to be held in Sandy, Utah. Presentations should be consistent with our theme for this year: **"Buckle Up & HANG ON!"**

Each breakout session will be 75 minutes (one hour and 15 minutes).

**RFP DEADLINE: February 20**

### CONVENTION AT A GLANCE

**Tentative Schedule**

**Monday, April 19**

Golf Tournament

#### Tuesday, April 20

8:00 – 9:00	Registration, Continental Breakfast & Vendor Fair
9:00 – 10:15	General Session & Keynote
10:15 – 10:30	Morning Break & Vendor Fair
10:30 – 11:45	Concurrent Sessions 1
12:00 – 1:15	Lunch Buffet & Vendor Fair
1:30 – 2:45	Concurrent Sessions 2
2:45 – 3:00	Afternoon Break & Vendor Fair
3:00 – 4:15	Concurrent Sessions 3

#### Wednesday, April 21

8:00 – 9:00	Registration, Continental Breakfast & Vendor Fair
9:00 – 10:15	Concurrent Sessions 4
10:15 – 10:45	Morning Break & Vendor Fair
10:45 – 12:00	Concurrent Sessions 5
12:00 – 2:30	Lunch & Door Prize Drawings
1:30 – 2:45	Concurrent Sessions 6
2:45 – 3:00	Break
3:00 – 4:15	Concurrent Sessions 7
4:30	Convention Concludes



# UAHC CONVENTION PRESENTER APPLICATION FORM

Please complete and return the following information **NO LATER THAN FEBRUARY 20!** Our Advance Program and Registration is mailed to all homecare & hospice agencies throughout Utah. It is vital that we receive the following:

- **The Presenter Application Form & Packet.**
- **One-paragraph description of presentation.**
- **One-paragraph speaker profile.**
- **Photo** (in jpeg format).

Each person attending the convention will receive a CD that includes your presentation and handout materials. Your final presentation must be sent **electronically no later than APRIL 2** to [homecareconnection@msn.com](mailto:homecareconnection@msn.com)

**Presenter Information:** Please print or type the following information EXACTLY as you want it to appear in the printed program.

Name \_\_\_\_\_  
 Credentials \_\_\_\_\_  
 Agency \_\_\_\_\_  
 Position/Title \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_  
 Fax (\_\_\_\_\_) \_\_\_\_\_  
 Cell (\_\_\_\_\_) \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Event UAHC Annual Convention  
 Location Salt Lake Community College – Sandy  
 Date April 20 & 21, 2010

### Accommodation Needs

- Room reservations  Presenter will arrange
- No. of Nights Requested \_\_\_\_\_  UAHC will arrange
- Date(s) Needed \_\_\_\_\_
- Special diet \_\_\_\_\_
- Special accommodations \_\_\_\_\_
- \_\_\_\_\_

### Compensation Agreement

- Convention Attendance ~ Day of presentation only
- Panel members ~ Session only
- Speaker Fee \_\_\_\_\_
- Stipend \_\_\_\_\_

### Presentation Title

\_\_\_\_\_  
\_\_\_\_\_

**Description of Presentation** for Conference Advance Program. Please use 50 words or less.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Speaker Profile** for Conference Advance Program. Please use 50 words or less.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Presentation** Please select from the following presentation formats. Rooms will be set up using classroom style seating.)

- Panel Discussion  Workshop
- Interactive Seminar  Case Study
- Lecture

**Intended Audience** (choose one level only)

- Basic.** Audience is new to home care/hospice or has a basic knowledge in a subject area.
- Intermediate.** Audience has a working knowledge in an area.
- Advanced.** Audience is knowledgeable and able to discuss the subject matter thoroughly. Advanced sessions should incorporate new methods and insights that have not been widely discussed in the home care/hospice communities.
- General.** Appropriate for all audiences.

**Target Audience** (Choose as many as appropriate)

- All  New Agency
- Administrators/CEOs  Established Agency
- Clinical Directors  CNAs/HHAs
- Financial Managers  Nurses & Therapy
- Marketing Personnel  Human Resources

**Audiovisual Requirements** (A table will be provided in each room. Microphone provided in larger rooms (50+) Please indicate needs for additional audio/visual equipment.)

- Lavalier Microphone  Flip chart
- LCD Projector (for computer)  White Board
- Screen  Pad & Pencils
- Overhead Projector  Laser Pointer
- Other Needs \_\_\_\_\_



## UAHC CONVENTION BIOGRAPHICAL SKETCH

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

To ensure that we have accurate information to use in our advertising of your presentation, please SUBMIT **A BIOGRAPHICAL SKETCH AND PHOTO for each person presenting**, describing in detail the unique qualifications of the person in relation to the topic being presented **no later than February 20**:

**NOTE:** Final Presentation and handouts are **due by April 2** in electronic format (for convention binders)

**Education:** *(Include basic preparation through highest degree held)*

	Institution or University	Major or Area of Study	Year Degree Awarded
1			
2			

**Professional Experience:** Describe your professional experience and/or areas of expertise (including publications) related to your involvement in continuing education and your particular role, e.g. planner, peer reviewer, administrator, content specialist, etc.

**A Curriculum Vitae or Resume.** This should be accompanied by a listing of presentation experience for each presenter. The listing should include the title of the presentation and the name of the conference.

**Speaker Profile.** A brief narrative biography for each presenter, emphasizing presentation qualifications and teaching experience. This profile will be used to introduce the presenter at the conference.

**Vested Interest.** All presenters must declare any vested interest in order to ensure that all continuing education activities are free from bias.  Not Applicable  Describe



## UAHC CONVENTION PRESENTER PARTICIPATION

Check how you, the presenter, were involved in planning & evaluating this presentation. *(Check all that apply)*

- Discussed with planners the needs of the target audience
- Developed and/or provided input on objectives
- Established content
- Will review evaluation(s) / summary

I plan to use the following learning principles in my presentation. *(Check all that apply)*

- Establish a “need to know” of participants
  - Incorporate the use of various senses: sight, sound (AV, Hand-Outs), touch (doing)
  - Engage audience in discussion based on content
  - Use multiple teaching techniques to meet various learning styles of participants (lecture, discussion, Q&A)
  - Incorporate the target audiences past experiences
  - Establish a positive environment for learning
  - Other (specify)
- 

## PRESENTATION OBJECTIVES

List **learning/behavior objectives** for the workshop you will be presenting. Complete the following sentence(s):

1. At the conclusion of this session, participants will be able to...

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2. At the conclusion of this session, participants will be able to...

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3. At the conclusion of this session, participants will be able to...

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**Abstract of the presentation.** Include how the session will meet the objectives, content outline, and time allocations.

If there is **more than one presenter**, list the presenter for each topic or content area.

List **teaching strategies** used by each presenter for all topic or content areas.