

# NH-VT HFMA Education Committee Call For Speakers Form – 2020-2021

NH-VT HFMA Presentation Proposal Submission Process

As a presenter, you will benefit by:

- General: Increased visibility within the healthcare industry and added recognition.
- Complimentary Registration: Complimentary registration for speakers to attend the conference.

Selection Criteria Include (but not limited to):

- Timeliness of topic-relevancy and currency of information
- Presenter qualifications and reference listing (must submit a one paragraph biography).
- Practical application of materials.
- Tangible and specific takeaways demonstrating value to the participant.
- References from past speaking engagements (within the last 12 months).

Complete this form to submit your presentation to the Education Committee for consideration.

## Lead Presenter Information (Step 1)

**The following fields in Step 1 are required to be completed. Please use N/A to designate if the requested information is not applicable. If all fields are not completed your proposal will be rejected:**

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

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

HFMA Member # \_\_\_\_\_

I am a/an \_\_\_\_\_ Advanced Member \_\_\_\_\_ CHFP \_\_\_\_\_ FHFMA

My Company's currently a \_\_\_\_\_ Platinum \_\_\_\_\_ Gold \_\_\_\_\_ Silver \_\_\_\_\_ Bronze Sponsor for the NH-VT HFMA Chapter

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2/Suite: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Presenter Biography:**

(provide a 100-word bio that will be used for introduction purposes should your submission get selected – Resumes will not be accepted)

Does the lead presenter's company sell products and/or services to this HFMA's primary audience (healthcare finance, revenue cycle, etc.)?

YES \_\_\_ NO \_\_\_

If "YES", does the lead presenter serve primarily in a marketing, sales or product management-related capacity?

YES \_\_\_ NO \_\_\_

**NOTE: Session proposals presented exclusively by vendors are permitted, however, must be presented in an educational manner and should not promote a product/service exclusively. Sales oriented presentations are not permitted. If it is determined that there is a "sales pitch" to the presentation as a result of the evaluations the presenter will not be allowed to present again for the chapter nor will the chapter provide any sort of reference for the speaker should inquiries be made.**

**Co-Presenter(s) Information (Step 2)**

**The following fields in Step 2 are required to be completed. Please use N/A to designate if the requested information is not applicable. If all fields are not completed your proposal will be rejected:**

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

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

HFMA Member # \_\_\_\_\_

I am a/an \_\_\_\_\_ Advanced Member \_\_\_\_\_ CHFP \_\_\_\_\_ FHFMA

My Company's currently a \_\_\_\_\_ Platinum \_\_\_\_\_ Gold \_\_\_\_\_ Silver \_\_\_\_\_ Bronze Level Sponsor for the NH-VT HFMA Chapter

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2/Suite: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Presenter Biography:**

**(provide a 100-word bio that will be used for introduction purposes should your submission get selected – Resumes will not be accepted)**

### Session/Abstract Information (Step 3)

**\* Fields are required**

**\*Conference Track/Session Category/Community/Industry  
(Select all that apply):**

- Track: CEO/Executive
- Track: CFO/CPA/Finance
- Track: PFS/Revenue Cycle
- Track: Management
- Track: Professional Development
- Track: Personal Development
  
- Community: Leaders and Executives
- Community: Change Agents / Initiatives
- Community: Ethics
- Community: Patient Access
- Community: Medical Records
- Community: Accounting/Finance
- Community: New Hire, Retention, & Succession Planning
- Community: Regulatory Compliance Initiatives
- Community: Sales and Marketing Personnel
- Community: Sarbanes Oxley & HIPPA Compliance
- Community: Call Center and Customer Service Center Personnel
  
- Industry: Business Services
- Industry: Education
- Industry: Financial Services
- Industry: Government/Military
- Industry: Healthcare/Medical

**You must select at least one track, one community and one industry for the above.**

**\*Session Level:  
(Select only one)**

- Beginner
- Intermediate
- Advanced/Specialized Knowledge
- Technical/Mastery

**\*Session Format & Time Frame:  
(Select only one)**

- Lecture
- Workshop (Half or Full Day)
- Moderated Panel
- Audience/Q&A Driven Format
- Webinar
- Lunch & Learn

**\*Please provide a benefit-oriented session title that will convince prospective attendees to invest their time and money in the session (15 words max):**

**\*Please provide 1-2 complete sentences that explain why your session is important to attendees (50 words max):**

**\* Please complete the following statement by filling out all three of the boxes below. "By attending this session attendees will learn:"**

**Number 1:**

**Number 2:**

**Number 3:**

**\* Please complete the following statement by filling out all three of the boxes below. "By attending this session attendees will leave with the following three tangible takeaways:"**

**Number 1:**

**Number 2:**

**Number 3:**

**If this session has been (or will be) presented at any other event within 12 months of this conference, please list below.**

**Please list at least one speaking engagement reference (preferably within the last 12 months):**

## TERMS & CONDITIONS (Step 4: Final)

\_\_\_\_\_ **By checking this box, the individual submitting this proposal agrees and/or acknowledges that:**

1. All speakers listed in this proposal have already agreed to present at this event;
2. Each speaker selected by the event organizer will receive one (1) complimentary registration to the main conference program. Separate fees may be required for speakers wishing to attend any pre-conference, post-conference or other special programs taking place beyond the scope of the main conference program;
3. NH-VT HFMA utilizes a speaker contract spelling out the various expectations of the presenters depending upon the responses to this proposal. This contract spells out the chapter's Travel Expense Reimbursement policies for acceptable speaker reimbursement. Specific questions should be directed to the Education Co-chairs;
4. If one or more speakers cancel their appearance at the event, every reasonable effort will be made by the individual submitting this proposal to replace that person with a speaker from a similar company with a similar or higher-level title and with similar or better subject matter expertise;
5. Speakers will be required to furnish the event organizer with an electronic and hard copy of their slide presentation, handout materials and any other media to be used during the session no less than two (2) weeks prior to the event; Speakers will bring enough handouts to the event to provide for the attendees. NH-VT HFMA will not copy handouts for the event;
6. The event organizer reserves the right to publish modified session titles and abstracts at its sole discretion.

Thank you for your participation. We look forward to working with you this year.