2025 Annual
Leadership and Clinical Conference
2/19/2025 – 2/21/2025

Request for Presentation Proposals

**University of Georgia Center for Continuing Education
Conference Center and Hotel
1197 S. Lumpkin St, Athens, GA 30602
Deadline for submission is:**

PROPOSALS DUE FRIDAY AUGUST 9, 2024

**Proposals may be submitted:
Via email to HYPERLINK "mailto:admin@ghpco.org"
admin@ghpco.org or via fax to 678-623-0175**

**Via mail to:
GHPCO
950 Eagle's Landing Parkway, Suite 622
Stockbridge, GA 30281**

REQUEST FOR PRESENTATION PROPOSALS

Expression of Interest Form

Directions: Please fill out form completely. DO NOT ATTACH CURRICULUM VITAE or RESUME – if submitted this way, form will not be accepted. **If submitting more than one presentation for consideration, please complete a SEPARATE form detailing each presentation's title, learning objectives and abstract of content as indicated.**

Your Information

Name & Credentials:

Mailing Address:

City: State: Zip Code:

Primary Phone: Fax:

Organization Name: Email:

Present Position:

Information about Your Proposal

Title of Presentation:

Learning Objectives which answer the question – "At the end of this session, attendees will be able to…":

1.

2.

3.

4.

Intended Audience(s): (check all that apply)

○ Basic ○ Clinical
○ Intermediate ○ Administrative
○ Advanced ○ Psychosocial
○ General ○ Interdisciplinary Team
○ Other: All_____ ○ Non-hospice

1. Completed 'Expression of Interest' Form
2. Completed Educational Activity Form – this is required for processing CE's
3. Completed Biographical Data Form for EACH presenter (copy form if needed!)

Please remember to complete the **educational activity form** and the **biographical data form(s)** as requested!
ALL completed presentation materials will be required to be submitted no later than January 31, 2025

Return all completed forms to:
Georgia Hospice and Palliative Care Organization
950 Eagle's Landing Parkway, Suite 622 Stockbridge, GA 30281
Email: admin@ghpco.org
Fax: 678-623-0175

All submissions will be reviewed by GHPCO's Education Committee. If selected, the identified faculty member(s) agrees to submit additional information as required by GHPCO for continuing education purposes, including a signed Conflict of Interest Statement (will be provided). GHPCO reserves the right to combine topics and recruit additional presenters to ensure well-rounded programs are provided. Acceptance of any submission does not imply a guarantee that any presenter or presentation will be utilized.

Submit all requested items by the deadline of <mark>August 9, 2024</mark> as instructed on the application form.

The Evaluation Process:

All completed application packets will be considered using the following criteria:

●   Is the concurrent session or workshop presentation topic <u>relevant</u> to the conference theme?

●   Is the <u>time</u> well allocated and organized to provide opportunities for feedback and interaction?

●   Does the presenter have appropriate <u>experience and/or knowledge</u> of the presentation topic?

●   Are the learning objectives <u>measurable and achievable</u>?

●   Will there be <u>significant interest</u> in the presentation topic?

Once reviewed and evaluated, proposals that receive the highest rankings are incorporated into a draft program. This draft is then reviewed and modified to meet program design requirements and assessed needs of the participants. The finalization process is stringent and time-consuming; therefore, GHPCO appreciates your patience during this process.

Specifics:

●   All presentations should be 1 hour (60 minutes) in length, ***please allow time in your presentation for questions and answers***.

●   Each breakout room is equipped with all A/V needs – please bring your presentation on a thumb drive. If you use a MAC computer, please convert to appropriate format OR plan to bring your own laptop with conversion cables.

●   Notifications will be sent to the **primary presenter ONLY**. It is the responsibility of the primary presenter to alert any co-presenters of the status of their presentation proposal when notified.

●   Presenters will receive complimentary conference registration for the **DAY OF PRESENTATION ONLY** – if presenters wish to attend the full conference, please register at the single day rate for the date you are NOT presenting. <u>No other expenses will be provided</u>.

Each year, we receive many good proposals – we can't wait to hear from YOU! We know there are many subject matter or content area experts out there, so don't be shy!

Biographical Data Form for Faculty/Presenters/Authors

Name, Degrees & Credentials:
If RN, nursing degree(s):   [ ]AD   [ ] Diploma   [ ] BSN   [ ] Masters   [ ] PhD

Home Address OR Business Address:
 (Number & Street, City, State, Zip)

Day Telephone: **Email Address**:

Present Position (Title) & Employer:

Faculty/Presenters/Authors: Describe your expertise in this topic (will also be your introduction):

Planner, Faculty and Author Conflict of Interest Statement
Having an interest in an organization does not prevent a speaker from making a presentation, but the audience must be informed of this relationship prior to the start of the activity and any potential conflict must be resolved. In order to ensure balance, independence, objectivity and scientific rigor at all programs, the planners, faculty and authors must make full disclosure indicating whether the planner, faculty or author and/or his/her spouse family has any relationships with pharmaceutical companies, biomedical device manufacturers and/or corporations whose products or services are related to pertinent therapeutic areas. All planners, faculty, authors and feedback specialists participating in CE activities must disclose to the audience information listed below.

Is there a potential conflict of interest? [ ] Yes   [ ] No
If yes, list company(ies) with relationship:

Self	Spouse/ Partner	Type of Financial Relationship	Indicate Applicable Manufacturer(s)
		Salary	
		Royalty	
		Receipt of Intellectual Property Rights	
		Consulting Fee	
		Honoraria Directly from Commercial Interest of Their Agents[1]	
		Contracted Research[2]	
		Ownership Interest (stocks, stock options, or other ownership Interest excluding diversified mutual funds)	
		Speakers Bureau	

B.   If YES to item A above, use this space to describe how any conflict of interest will be resolved (e.g. signed policy statement, nurse planner/planning committee member to monitor session, other):
.

C.   Discussion of unlabeled uses: [ ] Yes   [ ] No
If yes, you must disclose this information during your presentation. How will you do this?
[   ] 1. Verbal statement during the presentation
[   ] 2. Information provided on handouts
[   ] 3. Information provided in audiovisuals (slides, overhead, PowerPoint, etc.)
[   ] 4. Other: Describe:

All information disclosed must be shared with the audience either on the program handouts, advertising and/or audiovisual presentation.
Signature: _____ Date: _____

[   ] By checking this box, I am providing my electronic signature approving all the information entered above. (Please enter name and date on signature and date lines above).

[1]An accredited/approved CNE provider is NOT an agent for a manufacturer, whereas a company acting for a manufacturer in a promotional activity IS an agent.
[2]Only include research funds received directly from industry, grants to your institution are NOT reportable

EDUCATIONAL ACTIVITY PLANNING FORM—5 COLUMN
Use this form to provide information for proposed education session. Copy if additional pages needed
THE INFORMATION LISTED MUST INCLUDE ALL TOPICS BEING PRESENTED

GHPCO 2025 Annual Conference:

Title of Individual Session:

OBJECTIVES	CONTENT (Topics)	TIME FRAME	PRESENTER	TEACHING METHODS
List learner's objectives in behavioral terms (See Appendix A, "Criteria for Educational Activities" for information)	Provide an outline of the content for each objective. It must be more than a restatement of the objective.	State the time frame for each objective (e.g. 8:00-8:30am, 30 minutes)	List the Presenter/Faculty for each objective.	Describe the teaching methods, strategies, materials & resources for each objective/ Also describe the category of evaluation: a: Learner satisfaction; b: Knowledge enhancement; c: Skill and attitude change teaching method/strategy, materials, resources used for each objective
SAMPLE: *Discuss process for teaching adults how to complete required forms*	*SAMPLE:* *Review adult learning methods* *Learn methods for reaching adult learners* *Demonstrate differences in audio, visual and kinetic learning styles*	*SAMPLE:* *9:00 – 9:20am* *(20 min)*	*SAMPLE:* *Nancy Nurse, RN*	*SAMPLE:* *Teaching method:* *Didactic lecture, powerpoint presentation, group activity* *Evaluation Category:* *A, B*

● **Objectives:** Indicate what the learner will be able to do at the conclusion of the activity. An average of 1-2 objectives per hour is realistic. It is also recommended that objectives be numbered sequentially. Objectives listed on the evaluation form should be EXACTLY the same as the ones on the Educational Activity Content Form.

● **Content:** Itemize key points that will be addressed with each objective. Content must be more than a restatement of the objective and must be related to the objective.

● **Time Frame:** List the number of minutes for each objective.

● **Presenter: List the presenter who will be addressing each objective.**

● **Teaching learning strategies, materials and resources:** List the methods, strategies, materials and resources to be used.

● **An example of a clear and measurable learning objective:** At the end of this activity, the learner will be able to: **"List two nonsteroidal anti-inflammatory agents used in the treatment of rheumatoid arthritis".** A learning objective is measurable when the learner can perform a task (list) identified in the learning objective. Include only **one** measurable/action verb per objective.

● **An example of an unmeasurable objective:** At the end of this activity, the learner will be able to: **"Increase his/her knowledge of anti-inflammatory agents used in the treatment of arthritis."** "Increase knowledge" cannot be directly demonstrated, therefore is not a measurable objective. **Likewise "understand" is not a measurable verb – do not use this verb!!!**

● **Use an action verb.** The verb should correspond with what opportunities are given for the learners to demonstrate the newly learned information. For example, if your objective contains the verb discuss, then there must be opportunities for the learner to discuss (one of your teaching methods must include "discussion"). Specific verbs correspond with the six levels of learning identified by Bloom. The table below contains a list of the six levels of learning with some of their accompanying verbs—used when writing learning objectives. We hope this list is helpful to you.

Knowledge (to recall facts)	Comprehension (to understand)	Application (to apply concepts/ demo skills)	Analysis (use info/make connections)	Synthesis (formulation)	Evaluation (judgment)
Cite	Associate	Apply	Analyze	Arrange	Appraise
Count	Classify	Complete	Appraise	Collect	Assess
Define	Contrast	Demonstrate	Compare	Compose	Choose
Identify	Describe	Illustrate	Contrast Criticize	Construct	Critique
Label	Discuss	Manipulate	Debate	Create	Determine
List	Distinguish	Operate	Detect	Design	Differentiate
Name	Explain	Perform	Diagram	Detect	Estimate Evaluate
Outline	Give examples	Practice	Differentiate	Formulate	Judge
Read	Interpret	Predict	Distinguish	Generalize	Measure
Recall	Locate	Relate	Examine	Integrate	Rate
Recite	Predict	Report	Infer	Manage	Recommend
Recognize	Report	Restate	Inspect	Organize	Revise
Relate	Restate	Review	Question	Plan	Select
Repeat	Review	Translate	Separate	Prepare	
Select		Use	Summarize	Propose	
State		Utilize		Provide	
Tell					
Write					