



CALL FOR PRESENTATIONS

This form will be used to select keynote speakers and break-out speakers.

Care Providers Oklahoma 2020 Convention

Annual Convention: May 4 thru 6, 2020 – Embassy Suites – Norman, Oklahoma

Care Providers Oklahoma invites you to submit a speaker proposal for our 2020 Convention & Trade Show to be held **May 4 thru May 6, 2020** at the **Embassy Suites** in **Norman, Oklahoma**. The educational programs for the conference are being designed to ensure the attendees leave each session equipped with effective strategies to achieve operational excellence in long-term and community based-care.

SPEAKER SELECTION

Speakers will be chosen based upon the following criteria:

- Quality, timeliness and value of content
- Relevance to the needs of Care Providers Oklahoma members and convention attendees
- Speaker Fees & Travel

NOTE: In an effort to keep registration fees at a minimum, the CPO Convention operates on a limited speaker budget. **Therefore, speakers who will waive the request for honorarium or fees will be given top priority.**

SUBMISSIONS GUIDELINES

Submissions may be individual presentations, group presentations or panels. CPO reserves the right to combine proposed topics & presenters.

Individuals or groups may submit more than one proposal.

Submitting a proposal **does not guarantee** that your presentation will be selected. CPO reserves the right to make final presentation selections and edit abstracts. **Speaker/presentations chosen will be notified by February 14, 2020.**

Presenters may NOT use a presentation as an opportunity to spotlight a company, product or service.

Presenters who are selected to speak at the CPO Convention and Trade Show agree to abide by ALL deadlines set forth by the Director of Education.

WHO ATTENDS THE ANNUAL CONVENTION & TRADE SHOW?

The CPO Convention and Trade Show reaches an audience of approximately 400 professionals representing the entire long-term care spectrum: nursing facilities, assisted living, residential care, intermediate care facilities for individuals with intellectual disabilities, and in-home care/home health agencies. Our audience represents all disciplines from both independent and multi-facility organizations and both not-for-profit and proprietary organizations. We strive to put together an energetic and well-balanced educational program to appeal to our diverse audience and make their learning experience the best it can be. The 2020 CPO Convention and Trade Show promises great exposure for your company, speaking to this unique group is a great opportunity to get involved, lead the profession and share you areas of expertise.

Speaker Proposal must be received by Friday, January 3, 2020. Submit on-line or via email to:

Connie I. Guinn

E-mail: connie@careoklahoma.com

On-line: www.careoklahoma.com – Events – 2020 Call for Presentations

Interested in Exhibiting? One additional way that speakers can stay in touch with Care Providers Oklahoma membership at the Convention and Trade Show is by becoming a Trade Show exhibitor. You don't have to be a member of CPO to be an exhibitor but there is significant savings on booth fees if you do take advantage of becoming a Business Corporate Member. To find out more about becoming a Trade Show exhibitor or CPO Business Corporate Member visit our website at www.careoklahoma.com/Events or contact Kaleigh, Director of Communications, Kaleigh@careoklahoma.com.

Please complete and return the application form (pages 3 & 4) with required attachments by January 3, 2020.

Convention and Trade Show Location: Embassy Suites – Norman, Oklahoma

May 4 thru May 6, 2020



SPEAKER PROPOSAL APPLICATION FORM

Application Deadline: January 3, 2020

Presenter Information:

Name: _____ Credentials: _____

Job Title: _____

Company/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Presenter Bio: Provide a one-paragraph narrative about each person participating in the presentation. *Note: If this proposal is accepted for presentation, the text will be used as part of the presentation introduction (subject to editing).*

Presentation Information:

Presentation Title: _____

Presentation Length: _____

AV requirements: _____

Target Audience (please choose all that apply):

____ Nursing Facility

____ Assisted Living/Residential Care

____ ICF-IID

____ In-Home Care/Home Health

____ Administration

____ Activities

____ Business Office

____ Dietary

____ Nursing

____ QIDP

____ Social Services

____ Environmental Services (Housekeeping, Laundry, Maintenance)

Other (Please specify): _____

____ Leadership

____ Team Building

____ Staff Retention

____ Financial

____ Ethics

____ Emergency Preparedness

____ Regulatory/Enforcement

Other (Please specify): _____

Presentation Description: A 5 to 10-sentence description which:

- Relates the topics to trends, issues, or challenges in senior care;
- Outlines the information that will be addressed;
- Explains the value of the information and identifies new/unique applications;

Presentation Objectives: Describe three learning outcomes that participants will achieve (required)

A:

B:

C:

Compensation:

_____ My organization will sponsor the presentation therefore CPO **will not incur any cost**. For this sponsorship CPO will provide company recognition in the convention program.

_____ I will need an honorarium of \$ _____ inclusive.

_____ I will need an honorarium of \$ _____ and reimbursement for the following incidental expenses with an estimated cost of \$ _____.

_____ Air Travel (Coach) _____ Ground Travel (CPO will arrange for transportation to/from airport)

_____ Meals (\$50 per Diem per day) _____ Overnight accommodations (CPO will provide one night hotel)

For First-time CPO Convention Speakers: In addition to the biographical sketch, please provide a list of presentations made within the past year and two references (include work affiliation and phone number) that can provide feedback regarding presentation skills.

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Connie I. Guinn

E-mail: connie@careoklahoma.com

On-line: www.careoklahoma.com – 2020 Call for Presentations

Materials to be included in proposal (must be included for review):

Speaker Proposal Application Form (completed) – Pages 3 & 4
Presentation Description

Presenter Bio
Presentation Objectives

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