



CALL FOR CONVENTION SPEAKERS

2016 CHIA Convention & Exhibit:

June 5-8, 2016

**Long Beach Convention Center and Hyatt Regency Long Beach
Long Beach, California**

Rules

All proposals must be submitted via CHIA Convention Program Proposal form

All proposals must be complete

A potential presenter may submit up to four proposals for consideration

A maximum of two proposals can be accepted per presenter

Fast Facts

- CHIA audiences are composed of health information management (HIM) professionals, their staffs and other healthcare professionals.
- Learning levels are diverse and range from entry level/introductory to mid level/practical, to high level/theoretical.
- Audience size can range from 15 to 400.
- Session types include tutorials, general sessions, and track (breakout) sessions.
- Preconvention Tutorials range from 2 to 5 hours and will be held on Sunday, June 5, 2016.
- General Sessions and concurrent track sessions are all one hour in length and are held June 6 through June 8, 2016.
- CHIA's speaker budget is extremely limited. Convention proposals are generally pro-bono; however there are opportunities to increase your visibility to CHIA and the HIM audience. Complimentary registration to the CHIA Convention may be approved for speakers whose company is not otherwise receiving sponsorship recognition for the presentation.
- We try to make the CHIA Convention as "green" as possible. Handouts will be posted on CHIA's website prior to the convention and will not be printed by CHIA for distribution onsite (Except: CHIA will print the handouts for pre-convention tutorial sessions).
- Sessions may not include sales, commercialism or product promotion of any kind!
- Presenters are required to utilize the CHIA-provided PowerPoint template for presentations and to comply with CHIA's presentation and handouts specifications.
- Presenters may utilize their PowerPoint presentation as the handout for their session or may provide a separate non-PowerPoint handout.
- CHIA may seek modifications to a proposal before a final decision is made and presenters may be asked to combine, expand or modify elements of their presentations.
- Attendees earn Continuing Education Units (CEUs) for attending sessions according to AHIMA's CEU guidelines.

Proposal Review Process:

Reviewers will evaluate the proposals using the following guidelines:

- Completeness of application INCLUDING all items 1-6 in Section III.
- Relevance to the HIM profession
- Timely or innovative topic
- Overall quality and well-defined focus
- Practical application of materials
- Clearly identified objectives
- Teaching/speaking experience of the presenter(s)
- Freedom from commercial bias



CHI A CONVENTION PROGRAM PROPOSAL

I. PROPOSED TITLE OF PRESENTATION: *(10 words or less)*

II. PRESENTER INFORMATION: *(As you would want it to appear in print) If you have co-presenters, each presenter must complete the following, and you may copy this form for that purpose.*

Presenter Name: _____
Presenter Degree/Credentials: _____
Position/Title: _____
Organization Name: _____
Organization Street _____
City/St/Zip: _____
Presenter Work phone: _____
Presenter Cell phone: _____
Presenter E-mail: _____

Is Presenter a current CHIA member? ☐ Yes ☐ No

Name of person completing this proposal form: _____

Phone: _____ E-mail: _____

Have you presented or do you plan to present this same or similar program to other group(s)? ☐ Yes ☐ No

If so, list to whom and when? _____

III. PROGRAM INFORMATION Please include the following items with this completed form.

1. Executive Summary (description) of your presentation (up to 75 words.) This will be included in the marketing and onsite program materials. *Consider one powerful, focused sentence or two that summarizes your session. Make it compelling.*
2. Session Description. Descriptive paragraph and three or four bulleted learning outcomes. Descriptions should be suitable for publication in conference materials with minimal editing. *"At the conclusion of this program, participants will understand..." AND/OR "Important topics to be covered include...."*

3. Brief outline of your presentation. This should be a brief one-page summary to illustrate how you will meet your stated objectives.

4. Target audience for this session. (Remember also to note whether this program is for any specific healthcare setting such as inpatient or outpatient only, acute care, post acute care, etc.)

5. Speaker profile. This is a brief narrative biography. It will be used to introduce the presenter at the educational program and may be included on marketing brochure and onsite materials.

6. A curriculum vitae or resume for each presenter. This should include a listing of recent presentation experience. Not required if you have been a presenter for CHIA in the past two years.
7. Picture of speaker (color, headshot) for the convention program. Picture is optional but appreciated. JPEG, TIFF or EPS formats are acceptable.

IV. PROPOSED PROGRAM FORMAT:

<input type="checkbox"/>	Convention General Session: General session presentations are one hour in length
<input type="checkbox"/>	Keynote address: Keynote address is generally one hour in length.
<input type="checkbox"/>	Tutorial: <input type="checkbox"/> 3-hour session <input type="checkbox"/> 5-hour session <input type="checkbox"/> Other length: _____
<input type="checkbox"/>	Convention Track session: Concurrent Track sessions are one hour in length.

V. LEARNING LEVEL

The learning level that best describes this session is (check one)

<input type="checkbox"/>	Entry level – Introductory
<input type="checkbox"/>	Mid level – Practical
<input type="checkbox"/>	High level – Theoretical
<input type="checkbox"/>	All

VI. HONORARIUM AND/ OR OTHER EXPENSE REIMBURSEMENT BEING REQUESTED, IF ANY.

As noted above, Convention proposals are generally pro-bono. CHIA is happy to provide company sponsorship recognition. However, CHIA will consider expense reimbursement requests. Include description and expense for each item you are requesting: (Check only one).

- A. ☐ Reimbursement for expenses is not requested. I am presenting this program pro bono.
- B. ☐ Reimbursement for expenses is not requested. I only request complimentary registration to the convention.
- C. ☐ Reimbursement for expenses is not requested. My company will sponsor my presentation (including convention registration, if needed). In exchange for my company covering my expenses, CHIA will provide my company sponsorship recognition in the program marketing materials (includes pre-convention announcements & materials, onsite brochures and onsite signage).
- D. ☐ Reimbursement for the following expenses is requested, as follows:
- | | | | | |
|------------------|----|----------------------------------|----------------|----------|
| Honorarium | \$ | _____ | | |
| Ground Travel | \$ | _____ | From _____ | To _____ |
| Coach Air Travel | \$ | _____ | From _____ | To _____ |
| Lodging | | Number of nights requested _____ | | |
| Other | \$ | _____ | Describe _____ | |

VII. AUDIO-VISUAL & OTHER MATERIALS REQUIREMENTS:

All general session presentations requiring projection will be projected from CHIA's laptop computer. Speakers will utilize their own laptop computer for track session presentations unless otherwise requested by the speaker. Please note the requirements for your presentation:

- ☐ LCD projector and Screen
- ☐ CHIA-provided laptop computer
- ☐ Flip Chart(s). Number of flip charts: ____
- ☐ Head Table for _____
- ☐ Other (Describe): _____

If requesting LCD Projection equipment for a track session, will you be able to provide a laptop? ☐ Yes ☐ No

VIII. POWERPOINT PRESENTATION AND HANDOUTS:

Your PowerPoint presentation should be submitted to CHIA 45 days prior to the program's scheduled date. The PowerPoint will be utilized as the program's handout unless you provide a different handout, such as a Word document. Will you be able to provide the PowerPoint presentation and handouts by this deadline?

- ☐ Yes
- ☐ No. PowerPoint presentation and handouts will be ready by _____ (at least 21 days prior to program).

The preferred format for convention presentations is PowerPoint. CHIA will provide presenters with the approved CHIA PowerPoint template. Do NOT convert your PowerPoint or Word documents to PDF. Handouts will be posted online and made accessible for registered attendees. Complete instructions for PowerPoint slides and handout requirements is posted at <http://californiahia.org/sites/californiahia.org/files/docs/events/Presenter-Instructions.pdf>

IX. AGREEMENT

I will inform CHIA within 90 days of my presentation if for any reason I will be unable to do the agreed upon presentation. I understand that my Presentation's handouts will be posted on the CHIA Web site for distribution to the attendees. I agree to provide CHIA with a master of my PowerPoint presentation and handouts in the approved format by the deadline date.

Signature _____

Date _____

If you are e-mailing this Program proposal, please send to convention@californiahia.org

