



CALL FOR PROPOSALS

2019 Annual Educational Conference

The Illinois Hospice and Palliative Care Organization (IL-HPCO) invites prospective speakers to submit an online proposal for our Annual Fall Education Conference scheduled for **Thursday, October 17 at Northern Illinois University (NIU) Naperville, IL** . Deadline for submission is **MAY 1, 2019**

Creating Connections - - Building for the Future is this year's theme.

The objectives of the conference are:

- Discuss Regulatory and industry changes that impact hospice and palliative care
- Provide tools to ensure the provision of quality evidenced based practice for end of life care
- Improve documentation and billing strategies to meet CMS guidelines
- Network with other hospice and palliative care leaders to learn best practices and benchmarks

The IL-HPCO Website, www.il-hpc.org, is open for proposals until May 1, 2019. You will be notified of your acceptance no later than **June 1, 2019**.

Prior to starting the submission process, IL-HPCO has prepared an easy to use checklist to assist you with your preparation for the submission of your proposal. **See below**. The checklist identifies all the information required for your submission, and it provides guidelines and requirements to help you prepare this information prior to starting the submission. **See Checklist information below**.

When you are ready to start the online submission process, click the button below on the IL HPCO Website, www.il-hpco.org, once you begin your submission, you cannot stop and return to it later. It must be completed in its entirety. If you have any questions, please contact Deb Whitson, Speaker Manager, at whitson.deb@mhsil.com.

Timetable:

March 31, 2019	Submission for online proposals is open
May 1, 2019	Deadline for submitting online proposals
June 1, 2019	Notification if your proposal was accepted
June 31, 2019	If your proposal accepted you will need to submit a Headshot photo
August 31, 2019	Power point presentation and handouts due. <u>No exceptions</u> Failure to submit timely will result in dropping your session

Program Information Checklist: (this is the information you will need to complete the online submission process)

1. You will need to select your presentation length (2 hours or 60 minutes, two hour slots limited)
2. Please select the topic designation which best describes your proposed presentation:
 - a. Clinical
 - b. Financial
 - c. Management and Leadership
 - d. Marketing and Business Development
 - e. Quality
 - f. Legal and Regulatory
 - g. Personal Enhancement
 - h. Social Service/Chaplain/Counselors
3. Program Title: select a descriptive but concise title for your presentation
4. Program Objectives: list three objectives in operational/behavioral terms. Do not use passive terms like "learn to understand." Acceptable terms are: "demonstrate, discuss, identify, describe and explain."
5. **Abstract summary:** Please enter an abstract summary of your proposal (50-60 words or less)

Please enter each presenter name. Note: each presenter will be required to submit biographical data with this proposal.

- a. First name, last name, title, credentials, institution/organization/company
 - b. Employer name and address
 - c. E-mail address
 - d. Work phone numbers (land and mobile) and fax
 - e. One paragraph (75 words or less) biographical sketch including professional area of expertise that illustrates ability to discuss the specific content of the proposed program.
 - f. Previous speaking history: name of meeting or conference, sponsoring organization, date, title or presentation/topic.
6. One presenter will need to be designated as the contact person for your submission