



CALL FOR PROPOSALS

2024 Annual Meeting and Educational Conference

The Illinois Hospice and Palliative Care Organization (IL-HPCO) invites prospective speakers to submit an online proposal for our Annual Meeting and Educational Conference scheduled for **Tuesday, May 14, 2024 at Northern Illinois University (NIU) Naperville, IL**. Deadline for submissions is **MARCH 1, 2024**.

Building a Stronger Community: Shaping the Future of Hospice is this year's theme.

The objectives of the conference are:

- Acknowledge and support pathways for transparent communication between hospice teams
- Supporting each other during times of uncertainty
- Strategies in recruiting and retaining a solid workforce.

The IL-HPCO Website, www.il-hpco.org, is open for proposals until **March 1, 2024** and notifications of your acceptance will be sent no later than March 24, 2024.

In order to ensure that you have all of the necessary materials to complete the submission process, IL-HPCO has created a proposal submission checklist. Prior to starting the submission process, IL-HPCO has prepared an easy-to-use checklist to assist you with proposal submission. This checklist identifies all the information you will be required to submit on the online portal as well as guidelines and requirements for this information. **Please 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 Sara Dad0, Executive Director, sdado@il-hpco.org.

Timetable:

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|-----------------------|--|
| February 1, 2024 | Submission for online proposals is open |
| March 1, 2024 | Deadline for submitting online proposals |
| March 24, 2024 | Notification if your proposal was accepted |
| April 29, 2024 | PowerPoint presentation and handouts due. Failure to submit materials by this deadline will result in your session being dropped. <u>No exceptions.</u> |

Proposal Submission Checklist

1. Selection of presentation length (60 minutes)
2. Selection of topic designation which best describes your proposed presentation. Options include:
 - 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. A descriptive, but concise title of your presentation
4. Three objectives for your presentation in operational/behavioral terms. Acceptable terms include: "demonstrate, discuss, identify, describe and explain." Please avoid passive terms such as, "learn to understand."
5. An abstract summary of your proposal (50-60 words or less)
6. Name and biographical data of all presenters, including:
 - 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.
7. One presenter will need to be designated as the contact person for your submission