



CALL FOR PROPOSALS

2025 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 20, 2025 at Northern Illinois University (NIU) Naperville, IL**. Deadline for submissions is **February 21, 2025**.

Back to Basics: Providing the Right Care, in the Right Place, at the Right Time is this year's theme.

The objectives of the conference are:

- Acknowledge, educate and support staff joining the hospice & palliative care field
- Reinforcing the foundation of the care we provide and the impact we make in the community
- Strategies in recruiting and retaining a solid workforce

The IL-HPCO Website, [Call For Proposals - Illinois Hospice and Palliative Care Organization \(IL-HPCO\)](#), is open for proposals until February 21, 2025 and notifications of your acceptance will be sent no later than March 21, 2025.

In order to ensure that you have all the necessary materials to complete the submission process, IL-HPCO has created a proposal submission checklist. 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, please visit IL HPCO Website proposal page: [Call For Proposals - Illinois Hospice and Palliative Care Organization \(IL-HPCO\)](#)

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 Katie Lord, Education Coordinator, via email at klord@il-hpc.org.

Timetable:

- **January 1, 2025:** Submission for online proposals is open
- **February 21, 2025:** Deadline for submitting online proposals
- **March 21, 2025:** Notification if your proposal was accepted
- **April 25, 2025:** PowerPoint presentation and handouts due. Failure to submit materials by this deadline will result in your session being dropped. **No exceptions.**

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 Work/Chaplain/Counselor Services

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

When you have prepared all of the above information, you are ready to start the online submission process. Please visit [Call For Proposals - Illinois Hospice and Palliative Care Organization \(IL-HPCO\)](#) and complete the online submission form. As a reminder, it must be completed in its entirety prior to submitting. You will not be able to save your progress. If you have any questions, please contact Katie Lord, Education Coordinator, via email at klord@il-hpco.org.