



ANNUAL CONVENTION PRESENTATION PROPOSAL
May 3-4, 2012 – Keystone Resort & Conference Center – Keystone, Colorado
Keys to Success: Unlock the Potential of Your Agency

HCAC is calling for submission of presentation proposals. This will be a competitive process. Abstracts will be evaluated on their relevance to practice, cohesiveness with the overall conference theme and appropriateness for the target audience. While all abstracts may not be accepted for the annual conference, they may be considered for another aspect of HCAC educational programming for the year.

Presentations should reflect the general theme of the convention. Topics of interest for the 2012 Convention include consumer rights, quality management, occurrence reporting, resolution process, personnel qualifications, financial management, ethics in healthcare, needs of the fragile/ill, wound care, behavior management, staff training, recruiting & retention, brain health, marketing strategies. These are suggestions and not meant to limit submissions in any way. All breakout sessions are one hour in length. If the presentation takes 2-4 hours to complete, it may be considered for a pre-conference workshop on Wednesday, May 2. **Submit a separate proposal form for each presentation. Absolutely no commercial sales or marketing presentations of any kind will be permitted.** Please complete electronically and send via email to the association office at hcac@assnoffice.com. Attach additional pages, if needed. **Please complete this form in its entirety.**

Breakout Session Presentations

Primary Presenter Name: _____ **Professional Initials:** _____

Position: _____ **Organization:** _____

Address: _____

Phone (Office and Cell): _____ **Fax:** _____ **Email:** _____

Brief Biographical Information of Primary Presenter:

Proposed Workshop Title:

Applicable Track (Select one)	Level of Content (Select one)	Co-presenters (Give name, title, organization and email address for each co-presenter):
Clinical Nursing (includes topics on providing care or developing caseload management strategies, medication reconciliation, etc.)	Introductory	1.
	Intermediate	2.
Administration/Operations (includes office management, policies, procedures, management/supervision, quality measures, Medicare & Medicaid issues, accounting practices, ACOs, etc.)	Advanced	3

Summary of Proposed Session (Note: this session description may be used in conference marketing and brochure; please limit to 150 words):

Three Learning Objectives (Note: These learning objectives will be a critical component of granting licensure education credit. *Hint:* Learning objectives should identify what the participant will get out of the session. Write objectives that complete one of these two sentences: (1) “By participating in this workshop, participants will . . .” or (2) “On completion of this session, participants will be able to . . .”)

1.

2.

3.

Which day(s) would you be able to present? Thurs., 5/3/12 Fri., 5/4/12 Either

Please list one reference familiar with your presentation style and ability:

Name:

Telephone:

Position/Title:

Note: The Primary presenter will receive complimentary conference registration. A second presenter will receive a 25% discount on conference registration. Additional presenters must pay applicable conference registration fees in full. Allied members may receive 25% discount on one tabletop exhibit space.

If selected to speak at the 2012 Annual Conference, I agree to be responsible for travel and accommodation expenses, to send the presentation power point file to ksmith@assnoffice.com no later than March 15, 2012 for web site posting of handout material and to complete and return any additional presentation forms requested by the deadline noted on the form.

Signature: _____ Date: _____

RETURN BY DECEMBER 9, 2011 FOR CONSIDERATION, to Home Care Association of Colorado:
7400 E. Arapahoe Road, Suite 211; Fax: 303-694-4869; Email: hcac@assnoffice.com
Selection and notification will be completed by mid-January.