

Call for Presentations

HFMA Northern California Chapter Spring & Fall Conferences

Benefits:

As a presenter, you will enjoy:

- Increased visibility within the healthcare industry and added recognition beyond the conference. Your presentation and materials will be distributed to healthcare professionals statewide.
- Copy of your presentation, with speaker authorization, is maintained on the Chapter Website for future viewing and downloading by conference attendees.
- Satisfaction of knowing your presentation helped others.
- Complimentary registration to attend the Conference (a savings of more than \$400 off the normal member registration price)

Selection Guidelines:

Expenses incurred for travel, hotel, copy and mailing for course material are the responsibility of the speaker.

The Conference Education Team, which are made up of healthcare professionals from Northern California, will review all proposals. Selection criteria include:

- Timeliness of topic – Is the information relevant and current for the projected audience?
- Presenter qualifications and reference listing (must submit a one paragraph biography)
- Practical application of materials
- References from past speaking engagements

Once selected, a notification of acceptance to present at the conference will be provided in a speaker agreement letter (which will include the time and day of your session). The agreement will specify deadlines for the submission of speaker information and presentation. Please provide the requirements in a timely manner.

All session presentations and handouts must be provided in PowerPoint or PDF file format.

Healthcare Providers:

If you are a provider and have travel restrictions in place, please contact the education committee for consideration on expenses.

Presentation Guidelines:

- Speaking engagements are an opportunity to share knowledge with HFMA members and are not to be used to promote personal products or services.
- If your presentation appears to be promotional rather than educational, you will be asked to eliminate all sales-oriented material.
- It is appropriate to list presenter's name and company name on the introductory slide and contact information on the final slide.
- Presentations are usually 60 minutes in length and should include a short question-and-answer period. Speakers will be notified if they are given a longer run time for their presentation.
- With speaker's permission, copies of presentations will be made available to attendees as an electronic file (PDF format). These will be made either in USB flash drives or as a downloadable file from the attendees' profile on our chapter website, or both.
- Spouse or guests that attend any of the events will require a separate payment pursuant to the guest rate for the conference.