

AHVRP 2019

Association for Health Care Volunteer Resources Professionals

Annual Conference

September 13-16, 2019 ▶ Dallas



2019 AHVRP Call For Concurrent Session Submissions

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Thank you for your interest in the 2019 AHVRP Call for Concurrent session submission.

This is a call for presenters to provide relevant and cutting-edge information, best practices and essential tools during concurrent sessions at the 51st Annual AHVRP Conference & Exposition, September 13-16, 2019, Dallas, TX.

This year's conference theme is "Transformational Leadership: Educate, Empower, Inspire".

The Call for concurrent session submissions opens **April 11, 2019 and closes June 1, 2019 (11:59p.m. CT).**

Final PowerPoint (PPT) slides, using the 2019 AHVRP Conference Concurrent Session template, for proposals selected, must be submitted to AHVRP by June 30, 2019. Be sure you have reviewed the Call for Presentation information page on our website for details. Here you can find information about speaker benefits, terms and conditions, due dates and other information that may answer your questions. You can also find a sample submission form and FAQ document so you know what is required in the submission.

Please note:

- You must complete the entire proposal once you begin entering information; you will not be able to save and continue later. [You can exit this survey after reading this entire page without starting the process.] There are required fields that must be completed in all sections. Incomplete proposals will not be considered
- You can make multiple submissions should you have more than one presentation.

Each year, the AHVRP Board President approves an Annual Conference Planning Committee, a small group of AHVRP members with longstanding professional expertise. This committee is responsible for identifying and selecting concurrent session presenters who deliver original, creative and innovative programming to address the challenges of volunteer management professionals, gift shop managers, volunteer leaders, volunteers and auxiliaries.

All submissions will be reviewed and selected based on several key elements, including:

- *Content relevance to the profession and body of knowledge of the Certified Administrator of Volunteer

Services (CAVS) credential

*Quality of learning objectives with measurable outcomes and actionable items from the presentation

*Thoroughness of subject matter and proposal.

Proposals are evaluated using the following additional criteria:

-Content that is current and practical, cutting edge or innovative, as it relates to volunteer management in a health care setting

-Programs and initiatives that demonstrate measurable business impact and results

-Focused learning objectives that can be met in the time allotted.

-Clear, specific and informative content that is directly linked to the learning objectives

-Relevance to the conference theme.

Vendor members can contact with AHVRP to submit content for a sponsored session. This call is available to non-vendor, AHVRP members only.

Thank you for your interest in presenting at the 51st Annual AHVRP Conference & Exposition. We appreciate your contribution.

Please **click Next** to continue if you are ready to submit your presentation. You can exit this survey now (without starting the process) by clicking the exit survey button at the top right.

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Begin submission process

Please remember all information pertaining to your session will be communicated to you, the primary presenter. You will be responsible for communicating required session information to AHVRP. Information in printed conference materials will appear exactly as provided on this submission. Please check the spelling on relevant entries.

Note: A bold/black asterisk indicates a required field.

*** 1. Information for the primary presenter:**

Name (First, Last)
(include designations):

Title:

System/Company:

AHVRP Membership #
(all presenters must be
an AHVRP member)

City/State

Primary email address:

Secondary email
address:

Work Number:

Cell Number:

*** 2. Please provide the primary presenter brief bio. The brief bio should be 200 characters or less [\(60 words or less\)](#) and bullet format including work experience, education and relevant professional memberships.**

*** 3. Do you plan on having a secondary presenter?**

Yes

No

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Secondary Presenter

4. Information for the secondary presenter:

Name (First, Last)
(include designations):

Title:

System/Company:

AHVRP Membership #
(all presenters must be
an AHVRP member)

City/State

Primary email address:

Secondary email
address:

Work Number:

Cell Number:

5. Please include the secondary presenter brief bio. The brief bio should be 200 characters or less [\(60 words or less\)](#) and bullet format including work experience, education and relevant professional memberships.

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Presenter information

*** 6. Have you presented at an AHVRP conference in the last three years?**

Yes

No

If you answered yes, what topic did you present and the year you presented?

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Presentation Information

*** 7. Enter your Session Title (10 words or less):**

*** 8. Learning Objectives:** Each of the three objectives should use one measurable action verb that signifies a demonstrable or observable behavior as a result of participating in the session.

Here are some example words:

- Conduct
- Reproduce
- Solve
- Analyze
- Develop
- Evaluate

An example for a good learning objective:

"Attendees will participate in a discussion to analyze and re-design current strategic plan with new ideas on how to recruit."

Objective 1

Objective 2

Objective 3

9. Session Description: In detail (250 words or less, or two paragraphs), please provide a narrative for the reviewer to better understand your session. This description will be used only for the reviewer and AHVRP.

10. Session summary: If you are chosen to present, you will be contacted by, and work with, an Annual Conference Planning Committee member to complete your session summary. PLEASE SKIP THIS QUESTION.

*** 11. Please identify the audience for whom your presentation will be most valuable.**

- Volunteer Management Professionals (ie., directors, supervisors, managers, coordinators)
- Retail Operations Professionals (ie., gift shop managers, thrift shop managers)
- Auxiliaries/Volunteers
- Hospice Professionals
- Veterans Administration
- Children's hospitals
- All

*** 12. Please identify the level of audience for whom your presentation will be most valuable.**

- Foundation- fundamentals and essentials for those newer to the field
- Intermediate – “cutting-edge” tools, skills, knowledge for those experienced in the field
- Advanced – in-depth analysis and study on a specific topic as desired by the more experienced leaders in the field

*** 13. Please select the topic most relevant to your presentation:**

- Planning and program development
- Human resources, risk management, strategic planning
- Finance, annual reports, communication
- Organization and management services
- Outreach, advocacy and public relations
- Professional development
- Retail
- Hospice

Other (please specify)

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Acknowledgement and Acceptance of Terms and Conditions

As the primary presenter for this proposed session, I have thoroughly read the AHVRP 2019 Call for concurrent sessions including submission guidelines, education level and evaluation criteria and terms for speaker benefits.

I understand and agree that I will be responsible for communicating in a timely manner with AHVRP staff, the Annual Conference Planning Committee and any co-presenter(s) regarding information about my session.

I also understand that:

- AHVRP has final determination of the format and length of my session.
- If selected, I understand the speaker benefit for presenting the session consists of \$250 reduction in the full conference registration fee as well as 12 continuing education hours (CEUs) for creating and presenting the session. The \$250 reduction in the conference registration is non-transferable and only applies to the primary speaker.
- I am responsible for adhering to the 2019 Call for Presentations timeline and the guidelines for submission. If I fail to do so, AHVRP reserves the right to remove my session from the conference program.
- I understand AHVRP will provide a laptop, podium, podium microphone, LCD projector and screen. Outside hardware will not be permitted. **WiFi will not be provided in the concurrent session room. Please note, if you have a video in your PPT, as the primary speaker, you will embed the video into the PPT and also upload the videos to a BOX folder created by AHVRP, to insure the videos play during the presentation at conference.**
- I am responsible for submitting the presentation **PowerPoint (PPT) slides using the 2019 AHVRP Conference Concurrent Session template by June 30, 2019.** Failure to do so may result in my session being removed from the conference offerings.
- I am responsible for obtaining permission to reproduce my handouts if copyrighted by an organization other than AHVRP.

-AHVRP has permission to post a note version PDF of the PPT slides on the AHVRP conference mobile app for attendees use.

- AHVRP programs are noncommercial forums, any type of self-promotion including, but not limited to, the direct promotion of products, services and use of a company or product logo is prohibited. No products of any kind will be allowed for distribution in the session. Images or likeness of celebrity images are not permitted on the PPT slides nor in the presentation.

- I must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

*** 14. I agree with the terms and conditions outlined in this Call for Concurrent Session Submission process. In the event of a cancellation, I will notify AHVRP in a timely manner. By submitting my name and today's date, I agree to the terms and conditions.**

