

AHVRP 2019

Association for Health Care Volunteer Resources Professionals

Annual Conference

September 13-16, 2019 ▶ Dallas



FAQ's

- When can I submit for a proposal to present?
 - NOW! Call for Proposals for the 2019 AHVRP Annual Conference is open until June 1, 2019, 11:59 pm CT.
 - Please visit website to submit:
- How many proposal can I submit?
 - You are allowed to submit as many as you like! Please note: If selected for one session, you will receive one speaker discount code.
- When will I be notified that my presentation has been selected?
 - You will be notified by June 7, 2019.
- What information will I need after I am selected?
 - You will receive an invitation to attend a virtual live webinar that will review all expectations and requirements of presenters. This webinar will be mandatory.
- How will I know when the due dates for materials are?
 - Please look for an email from AHVRP with specific instructions.
- When will I receive the discount code?
 - Once all materials are submitted, reviewed and approved by AHVRP, you will receive the speaker discount code to register for conference.
- How long are concurrent session presentations?
 - Presentations are 60 minutes, please be mindful to leave time (5-10 minutes) for Q&A toward the end of your presentation.
- Can I request a specific date/ time to present?
 - Yes, though AHVRP cannot guarantee that you will receive the request but we will try our best to accommodate.
- Will I need to bring my laptop for my presentation?
 - No, you will not need your laptop or your presentation (PPT); AHVRP will provide you with your presentation and the hardware. Outside hardware will not be permitted.
- I was selected and my PPT was approved but I want to change some things, can I do that?
 - Once your presentation has been approved, your presentation will be upload a AHVRP laptop; that cannot be altered.
- Am I allowed to have handouts for my presentation?
 - Yes, material can be sent to AHVRP for review and approval by June 30, 2019. Once approved, you will need to print your own material.

- I would like to use a picture I found on Google of a celebrity, can I use it?
 - You cannot use any picture that does not belong to you.
 - Please also use this source by HootSuite on how to use images found on social media: https://blog.hootsuite.com/understanding-image-copyright/?utm_source=twitter&utm_medium=owned_social&utm_campaign=hs_corp-bau-glo-en---owned_media-social_hootsuite-&hootPostID=b2d441ee4a3b44b601d600af9e142655
- I would like to add images my hospital took of my volunteers, can I do that?
 - You will need to have permission from volunteers to use the images. You will be asked to share a document of these permissions by your hospital's legal counsel.
- Can I use a quote?
 - You can use quotes; you will have to cite the quote and where it came from just like a picture that you have permission to use.
- Can I have a co-presenter?
 - Absolutely! They must be an AHVRP member in order to present with you and be a registered conference attendee.
- Will my concurrent session be evaluated?
 - Yes, AHVRP evaluates all concurrent sessions; your results will be shared with you after conference.
- I can no longer attend the conference and present, what do I do?
 - Please notify AHVRP ASAP! Contact ahvrp@aha.org. If your co-presenter can no longer present, please also notify AHVRP.
- Can I bring in outside samples of vendor products and use them during my session?
 - Unfortunately, no outside vendor products can be included in your session.