



Concurrent Session FAQ's and Timeline

Concurrent Session Submission	Timeline
Concurrent Session proposal timeframe	Opens Feb 10 th , 2020. Closes March 31, 2020 11:59 pm CT
ACPC to review concurrent session submissions	March 31, 2020 – April 20, 2020
Notify all proposal sessions	April 30, 2020
Forms to be signed and returned to AHVRP	May 7 th , 2020
PPT due to AHVRP	May 28 th , 2020 at 11:59 pm CT

- When can I submit for a proposal to present?
 - NOW! Call for Proposals for the 2020 AHVRP Annual Conference is open until **March 31st, 2020 at 11:59 pm CT.**
- How many proposal can I submit?
 - You are allowed to submit as many as you like!
- When will I be notified that my presentation has been selected?
 - You will be notified by **April 30th, 2020.**
- Can I see the questions for the submission requirements before I start filling them out in the survey?
 - Yes, please check our AHVRP Conference page, under concurrent session
- 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.
- 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.
- When will I receive the PPT and when will it be due?
 - You will receive the PPT template for the 2020 Conference when you get notified that you have been selected. The PPT will be due **May 28, 2020**, please look for further instruction in the e-mail if you are selected.
- How many CEU's will I be receiving for presenting the topic at the AHVRP conference?
 - You will receive 2 CEU's per hour you present per topic (1 hour presentation =2 CEUs). You will not receive additional CEUs if you are repeating the same topic. If you are

using the presentation as part of your CAVS certification, we recommend carefully reviewing the CAVS renewal form.

- https://www.aha.org/system/files/media/file/2019/11/AHA_CC-CAVS-Renewal-App.pdf
- Will there be any forms to sign once I am selected to present?
 - Yes you will receive the followings forms to be signed and returned back to AHVRP
 - Conflict of interest
 - 2020 Conference Presenters Terms & Conditions/ Confidentiality
- 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 uploaded to AHVRP/AHA laptop; that cannot be altered. The PPT is also uploaded to different platform for the use of attendees, this required time as each platform is different and we do not want to misguide the attendees with different information.
- Am I allowed to have handouts for my presentation?
 - Yes, material can be sent to AHVRP for review and approval by June 30, 2020. 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 hospitals 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 you 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?
 - No outside vendor products can be included in your session.
- I am coming in for the day to present, do I need to register for conference?
 - Yes, you do need to register! And if you if you are not an AHVRP member, you will have to purchase a membership with your conference registration. AHVRP has 1-day registration.