

EXPANDING DIMENSIONS IN HOSPICE & PALLIATIVE CARE



Campbell's Resort – Lake Chelan, WA

October 28-30, 2018

REQUEST FOR PROPOSALS (due April 6, 2018)

As you prepare your Presentation Proposal, we are requesting that our Faculty utilize this template in planning their presentations:

Introduction and disclosures of any possible conflict of interest

Needs Assessment

- What would be a good use of your time today?
- What are you hoping to get out of this session?
- Briefly review session objectives

Present framework for understanding the content

- Allow approximately one minute per slide
- Include references/resources as appropriate
- Provide written copies of case studies, if using

Emphasis on behavioral activity and engagement of the audience

- Use Case Studies, if applicable
- Use Trigger questions
- Include practice component for skill building/application of content

Please allow at least 5 minutes at the end of your presentation for questions.

Notice of RFP Status: All individuals submitting proposals will be sent an e-mail confirming the proposal has been received. The WSHPCO's Planning Committee will review and select proposals. Presenters will be notified via email by July 27 of the proposal's status (accepted, declined or assigned to tentative status).

Benefits to Chelan Conference Presenters

- Participation in a wonderful setting with people who do what you do.
- Primary presenters receive a 25% discount on registration with additional registration discount for presenting more than once (50% discount on registration if presenting twice at the conference, etc.) All presenters may attend a single session free of charge.
- An opportunity to share knowledge and receive feedback from your peers while contributing to the advancement of end-of-life care.

Faculty/WSHPCO Relationships

By submitting a presentation proposal, the applicant is aware of his or her obligations as a presenter:

- **Expenses:** Primary presenters receive a 25% discount on registration; co-presenters will pay full registration fees. (All presenters may attend a single session free of charge.)
- **Honorarium, travel reimbursement or lodging expenses:** The WSHPCO regrets that we are not able to provide honoraria or expense reimbursement.
- **Presentations** must be submitted electronically to the WSHPCO.
- **Presentations** will be loaded on WSHPCO computers. Because of technical issues, please do not bring personal computers to use for presentation.
- **Handouts** will not be printed for attendees but will be available for download on the WSHPCO website prior to the Chelan Conference.

Important Dates and Information

Proposal Due Date:	April 6, 2018
Submit Proposal to:	mccauley@wshpc.org
Alternate Submission:	US Mail – WSHPCO – P. O. Box 361 – Camas, WA 98607
Proposal Receipt:	Confirmation will be sent via email when presentations are received.
Proposal Status Date:	July 27, 2018
Slide Due Date:	October 8, 2018
Questions:	Barb Hansen (541.231.2440) or Meg McCauley (503.890.7027)

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Please complete ALL information thoroughly and remember to include with your proposal a copy of your current CV. Presenter names, degrees, titles and organizations will be printed in the Chelan Conference Brochure as they appear on this application. Electronic completion is preferred; email completed application to mccauley@wshpco.org.

Proposed Presentation Title:

Proposed Presentation Track Focus (please check)

Clinical	Psychosocial/Self-Care/Other
Administrative/Regulatory	Pediatric Palliative Care

Primary Presenter Name:

Title & Professional Degrees:

Organization:

Address/City/State/Zip:

E-Mail:

Phone:

Brief Biographical Information for brochure inclusion (provide information on your background, training and experience):

***Please attach current CV with your Proposal**

Please disclose any possible Conflicts of Interest (A conflict of interest exists if any individual/entity that is in a position to influence the content, design or implementation of the activity is ALSO in a position to benefit financially from the success of the activity).

Brief Session Description (100 words or less):

Please list 1-2 references familiar with your presentation style and ability:

Reference 1	Reference 2
Name/Title & Degrees:	Name/Title & Degrees:
Organization:	Organization:
Address/City/State/Zip:	Address/City/State/Zip:
E-Mail:	E-Mail:

Co-Presenter Name (if applicable):

Title & Professional Degrees:

Organization:

Address/City/State/Zip:

E-Mail:

Phone:

*Brief Biographical Information for brochure inclusion:

***Please attach current CV with your Proposal**

Preferred Time (select 1): Plan to allow at least 5 minutes of audience participation/discussion during your presentation:

50 minute session	60 minute session	75 minute session
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Level of Content (select 1)

Introductory	Intermediate	Advanced
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Target Audience (Select all that apply)

Nurses	Educators	Bereavement Coordinators
Hospice Aides	Physicians	Management & Leadership
Social Workers	Chaplains/Spiritual Care	Support staff
Billers	Volunteers/Coordinators	Counselors

Please provide 2-3 Learning Objectives. *Note: Learning objectives should identify what the participant will learn, not what the presenter will teach. Write objectives that are measurable and in complete sentences. As an example:*

- (1) "By participating in this workshop, participants will . . ."
- (2) "On completion of this session, participants will be able to . . ."

- 1.
- 2.
- 3.

Please provide 1 "Trigger Question" designed to engage your audience in discussion. Plan to allow at least 5 minutes of discussion with your audience.

- 1.

All presenters are asked to include in their presentation a practice component for skill building—an opportunity for participants to practice the skills they're learning while attending your session. Plan to include time for this activity in your presentation.

A/V Requirements (please check all that apply): LCD projector screen flipchart

Please check the dates you would be able to present: Mon. 10/29 Tues. 10/30 Either

Electronic completion is preferred; email completed application to mccauley@wshpco.org.