



# ILLINOIS NURSING HOME

## ADMINISTRATORS ASSOCIATION

### 2024 Speaker Proposal – *Virtual Presentations*

Please send the signed proposal to Vicki Wiltsie, INHAA Coordinator, email: [vwiltsie@inhaa.org](mailto:vwiltsie@inhaa.org); fax: 708-248-8078 or mail: P.O. Box 272, Rochester, IL 62563. Questions? Call Vicki at the office: 708-800-6161 or cell: 217-414-7006.

Session Title: \_\_\_\_\_

Provide an approximately 75-word narrative that describes your session.

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Session length will be \_\_\_ 60 minutes.  
                                  \_\_\_ 90 minutes

List three learning objectives by completing the statement, "At the conclusion of this session the participant should be able to:"

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### Speaker Contact Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization/Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Educational Degree(s): \_\_\_\_\_ Major(s): \_\_\_\_\_ Year: \_\_\_\_\_

Institution: \_\_\_\_\_

Please include a short intro to be used for introduction during the webinars:

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INHAA is a nonprofit educational organization and is limited in its ability to give compensation for honorariums.

My organization will sponsor the session therefore, INHAA will not incur any costs for me to speak.

I will require that INHAA pay a cost of \_\_\_\_\_ for my presentation.

### Speaker's Requirements

1. All speakers must have a PowerPoint presentation sent to INHAA **7 days** prior to the virtual event.
2. Do you want to advance your own slides or have the event planner from GoToWebinar handle this?  
\_\_\_\_\_ I will advance my own slides.  
\_\_\_\_\_ I would like for the event planner to advance slides for me.
3. Will you be using a Mac or PC for your presentation? \_\_\_\_\_
4. Will you be using your Webcam? \_\_\_\_\_
5. Will you be providing a handout to be uploaded to the webinar site? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please forward that information to Vicki **7 days** prior to the virtual event.

\_\_\_\_\_  
Speaker Signature

\_\_\_\_\_  
Date