



**ILLINOIS NURSING HOME  
ADMINISTRATORS ASSOCIATION**

**2024 Speaker RFP for Onsite Presentations**

INHAA members are administrators and nurses working in Geriatric Long-Term Care, DD Facilities, Assisted Living/Supportive Living/Independent Living Residences, and CCRCs. Please consider submitting several topics. **(Please feel free to make copies of this form and complete one for each topic you intend to present).**

**Proposals may be sent 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 office: 708-800-6161 or cell: 217-414-7006.**

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

Provide 75-word narrative that describes your session.

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Session length will be \_\_\_ 90 minutes  
                                  \_\_\_ 120 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 50-word bio here or attach resume/vitae to the application:

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INHAA is a nonprofit educational organization and is limited in its ability to give compensation for honorariums, however, travel costs can be provided.

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

I will require that INHAA pay mileage or travel costs, including hotel accommodations. Please provide breakdown of costs for travel here:

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### Speaker's Requirements

1. Audio-visual: INHAA will arrange for a large presentation screen, LCD projector, podium, and podium microphone. Speakers are expected to bring their own laptop for Power Point presentations and bring their presentation on a flash drive.

Other audio-visual needs: \_\_\_\_\_ Lavalier Microphone \_\_\_\_\_ Internet or Wi-Fi connection

\_\_\_\_\_ audio hook-up for video \_\_\_\_\_ (Other) \_\_\_\_\_

2. Handouts: INHAA will email to attendees one week prior to the event. **Presenter must submit handout information to INHAA 15 days prior to scheduled event.**

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Speaker Signature

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Date