



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
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15th Annual
National Conference on Allied Health Education
Wednesday-Friday, February 28 to March 2, 2018
Caesar's Palace
Las Vegas, Nevada

Breakout Session Speaker Proposal Guidelines

ABHES strives to provide a variety of breakout sessions at its annual conferences that focus on issues relevant to allied health educators. **Therefore, ABHES is currently seeking presenters, preferably from ABHES-accredited institutions and programs,** to conduct breakout sessions at its next annual conference.

The topics listed below were identified by past ABHES conference attendees as being the most needed and beneficial to ABHES institutions/programs; thus, proposals covering such topics will be given special consideration:

- 1. Placement/Career Services**
- 2. Distance Education/Hybrid Programs**
- 3. Creative Teaching Strategies**
- 4. Retention; Maintaining High Student Satisfaction**
- 5. Retaining Faculty/Staff**
- 6. Clinic Simulation**
- 7. Enhancing/Securing Appropriate & Effective Clinical Sites**
- 8. Creating & Maintaining Program Effectiveness Plans**
- 9. Interpreting ABHES Accreditation Standards & Maintaining Compliance**
- 10. Technology in the classroom**
- 11. Admissions/Marketing**
- 12. Financial Aid Updates**
- 13. Teacher Training**
- 14. Professional Development/Motivating Staff & Grooming Future Directors**
- 15. Creating Outcome Improvement Plans**
- 16. Best Practices provided in a motivating and interactive format**

If interested in presenting, please provide a complete proposal that includes all of the required items below:

- Topic
- Title of Presentation
- Session description (**100-words or less, brochure-ready, proposal description**); objectives and target audience.
- Name, title, company, address, telephone number, and e-mail of the presenter(s)
(**Be sure to also include such information for the preferred contact if the contact is not the presenter**)
- Audio visual equipment request(s) and room set-up (theatre, classroom, roundtables, etc.) (*Note: Basic AV equipment, such as microphone, LCD projector package, and flip charts can be provided at no charge. Additional AV equipment requests may be made available at an additional cost to the speaker(s)/sponsoring company/organization).
- Identify if you or a representative from your institution/company has lead a breakout session in the past to include year of participation.
- Identify whether your presentation requires 60 or 75 minutes.

Please e-mail the completed proposals by no later than **Friday, September 1, 2017, to India Tips, Assistant Executive Director, at itips@abhes.org with **“ABHES Conference Proposal”** in the subject line.**

Selection results will be provided via e-mail by September 30, 2017.

DISCLOSURE: Upon acceptance of a breakout session proposal, speaker(s) will be provided complimentary conference registration. All other conference related expenses are to be paid for by the speaker/sponsoring company/organization.

*****ATTENTION VENDORS*****

Upon acceptance of a Breakout Session Proposal, full exhibitor registration and any additional breakout session fee(s) must be remitted to ABHES no later than 4 weeks following the approval notification.

Upon acceptance of a vendor-sponsored breakout session proposal, speaker(s) not employed by the vendor will be provided complimentary conference registration. All other conference related expenses are to be paid for by the sponsoring vendor.

NOTE: Breakout sessions should be training in nature and should not be directly used as a sales forum.