



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
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**2013 10th Annual
National Conference on Allied Health Education
Wednesday-Friday, February 13-15, 2013
The Manchester Grand Hyatt, San Diego, CA**

60-75 Minute Break-out Session Proposal Guidelines

ABHES continues to strive to provide a variety of break-out sessions at its conferences that focus on issues relevant to allied health educators. **We are currently seeking presenters from the private education sector, including ABHES-accredited institutions and programs,** to conduct break-out sessions at its 2013 Annual Conference.

The topics below are a compilation of suggestions made by past conference attendees on the conference survey. These are suggested topics only and are not meant to limit the scope of proposals to be submitted; however, a focus on health education is of most interest to the ABHES membership and its constituencies.

1. Retention
2. Placement/Career Services
3. Distance Education/Hybrid Programs
4. Program Effectiveness Plans/How to increase effectiveness
5. Surgical Technology Program Training & How to Secure Externship Sites
6. Interpreting accreditation standards and staying in compliance/Preparing for a ZERO-Violation Team Visit
7. Technology in the classroom
8. Admissions/Marketing
9. Financial Aid Updates
10. Compliance with State and ABHES standards
11. Teacher Training
12. Professional Development/Motivating staff, staff retention, grooming future directors....something motivating, interactive – fun

NOTE: It is essential that there is no reliance on one “product” or methodology that could relate to sales. Sessions must be training in nature and cannot directly or indirectly be used as a sales forum.

If interested in submitting a proposal, please provide the following:

- 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)
- Biographical Sketch and/or Curriculum Vitae of the presenter(s)
- 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.*)
- Any additional materials you would like ABHES to consider
- Attention Vendors: Identify if you have exhibited at an ABHES conference in the past and/or are interested in exhibiting.
- Identify if you or a representative from your institution/company has lead a break-out 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 **Wednesday, August 1, 2012**, to India Tips, Assistant Executive Director, at itips@abhes.org with “**ABHES Conference Proposal**” in the subject line.

Results will be provided via e-mail by September 30, 2012.

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