

2025



2025 Oley Conference Speaker Toolkit

OLEY ANNUAL CONFERENCE:

PRIMED & READY TO
GROW

JUNE 17-20, 2025
CHARLESTON, SC

Oley 2025 Primed Speaker Toolkit

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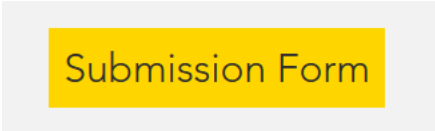
Introduction

The Oley Foundation, Inc. (Oley) is inviting proposals for our Annual Consumer Education Conference to be held in Charleston, South Carolina, beginning on Tuesday, June 17, 2025. We are looking for engaging, innovative, and informative presentations for the Oley membership and the nutrition support community. We especially welcome talks regarding patient advocacy and diversity, equity, and inclusion (DEI). Oley's membership encompasses a diverse population of consumers, clinicians, and caregivers and care partners, all with various diagnoses, experiences, credentials, and interests within the nutrition support community. As such, we encourage all members of the community to submit session proposals.

Thank you for contributing to the excellence of this conference!

Deadlines and Important Dates:

- Call for Speakers Open Now!
- Submissions Window Closes: **November 1, 2024, at 8pm ET.**
- Speakers will be notified of the planning committee's decisions by **December 6, 2024.**



[Submission Form](#)

Information Needed for Submissions

Use this guide to gather all the necessary information to complete the online form quickly.

Submissions will be accepted until **November 1, 2024, at 8pm ET.**

Before submitting, review the following:

- Speaker Submission Guidelines
- Additional Submission Requirements
- Accepted Speakers Policies

All proposals must contain:

- Title
- Relevance: A brief description of why this topic is important for the **consumer** membership and nutrition support community.
- Learning Objectives: Must include at least 1 learning objective for every 30 minutes in your session, and potentially more if presentation includes multiple speakers.
- Topic area: Select the most appropriate topic area from options provided or enter the correct area into the "other" category.
- Audience Knowledge Level

- Target audience
- “Elevator pitch” promotional description (400 characters or less)
- Include the names and email addresses for the speakers involved in your session. Incomplete or “TBD” submissions will not be accepted. If a change in speaker is required after acceptance of your proposal, you are responsible for identifying and providing the name of the new speaker at that time, as well as current contact information and conflict of interest disclosures.
- Conflict of Interest Disclosure for All Proposed Speakers: All presentations must be educational in nature and not include any sales, product, or marketing information. Branded slides will not be allowed, in accordance with Oley standards. For further COI information, please see below.

Suggested Topic Ideas

Current, engaging topics may include:

- Quality of Life/Mental Health/Psychosocial
- Advancements in Treatment, Practice, or Technology
- Navigating the Healthcare Landscape
- General EN/PN Management Techniques
- Supporting the Family or Caregiver

Review of Presentation Materials and Conflict of Interest Policies

If your session is accepted, you will be sent a brief online speaker information form to confirm your presentation and speakers. Oley requires that each speaker complete a conflict of interest disclosure, which will be included in the speaker information form. You will also be required to provide presentation materials for the conference planning committee to review. Speakers will be asked to confirm that they will disclose any conflicts of interest at the beginning of their presentation both verbally and in writing and cite all sources. For additional details on Oley’s conflict of interest policies, please contact the team at info@oley.org.

Speaker Submission Guidelines

What is the Annual Oley Consumer Conference?

The Annual Oley Consumer Conference is a yearly event that offers a diverse program of educational content balancing clinical expertise and lived experience. This event includes a robust agenda of engaging sessions as well as multiple social events where consumers, carers, clinicians, and stakeholders can build authentic relationships based on the mutual goal of improving life for those in the nutrition support community. Our focus will be on all aspects of the consumer HPEN experience that align with our pillars of advocacy, education, community, and innovation. The conference will feature thought-provoking speakers, unique consumer-centered educational sessions, and interactive exhibits showcasing the latest innovations in home nutrition support.

Who will Attend?

“Primed and Ready to Grow” is the theme for Oley’s annual gathering of consumers (patients) on home IV nutrition or tube feeding and representatives from some of America’s leading producers and innovators in the nutrition support industry. This intersection of consumers, caregivers, clinicians, and the home nutrition support industry, products, and providers will engage organizations looking to explore the home parenteral and enteral nutrition market. This year’s program will be centered around facilitating conversations and meaningful progress for the nutrition support community.

Audiences

- Consumers (patients) both newer to therapy and chronic
 - Therapies include parenteral nutrition (IV hydration with vitamins), enteral nutrition, oral supplementation, blenderized tube feeds
- Care partners and caregivers (partners, family, and friends)
- Clinicians and care teams
- Allied health professionals, consultants, and life sciences professionals
- Advocacy organizations for other chronic illnesses and related GI diseases

Call for Speakers

Oley seeks proposals for general and concurrent sessions, 30 to 55-minute presentations addressing the needs of the entire HPEN consumer experience and health care team. We seek content of varying levels of complexity, providing it is presented with the consumer audience in mind (and not only clinicians.) We encourage proposals in areas/topics in which you have an interest or passion and a demonstrated expertise—and a desire to share them with a HPEN consumer audience.

Proposals must be specific and must concentrate on a single topic for presentation, based on conference theme of “Primed” and tracks outlined below. The submission deadline is **November 1, 2024, at 8pm ET.**

Conference Submission Topics

- Quality of Life/Mental Health/Psychosocial
- Advancements in Treatment, Practice, or Technology
- Navigating the Healthcare Landscape
- General EN/PN Management Techniques
- Supporting the Family or Caregiver

Description of Submission Topics and Themes

Quality of Life/Mental Health/Psychosocial

While we are starting to acknowledge the inherent connection between physical and mental health in the nutrition support community, we want to create a platform to amplify this conversation. We want speakers to explore and address the impact of various factors on consumers' overall well-being and how to improve day to day life while on nutrition support. This category may include:

- The relationship between mental and physical health
- Strategies for addressing one's mental health
- Navigating school or employment
- Relationship dynamics
- Adapting hobbies to suit a nutrition support lifestyle

Advancements in Treatment, Practice, or Technology

Showcase the latest developments and innovations in medical treatments, clinical practices, and technological solutions within the nutrition support community. Healthcare is an everchanging field and we are looking for speakers to highlight updates in best practices, diagnostic breakthroughs, or novel approaches that have the potential to significantly improve patient outcomes, streamline healthcare processes, and enhance the overall quality of care for consumers. This category may include:

- Regulatory or protocol changes or updates
- New technologies in the nutrition support community
- Innovation in diagnostic or treatment options for nutrition support community
- Updates in best practices or research studies relevant to HPEN consumers

Navigating the Healthcare Landscape

We know the world of healthcare can be a bit of a maze, so we are asking speakers to help us find our way. We want to address issues of health equity and access to quality care, up and coming policies that affect the nutrition support community, changes in regulations or protocols, or insight to better understand insurance or other complicated systems. Share the challenges, suggest some solutions, and

give us practical tips for making healthcare work better for everyone in this community. This category may include:

- Healthcare policy analysis or system navigation
- Patient advocacy strategies
- Establishing proper channels for getting needs met at home/hospital
- Navigating financial obstacles
- Finding/affording expert care

General EN/PN Management Techniques

We know some of our members can be new to the world of nutrition support, both enteral and parenteral. This category is dedicated to the actual how-to of managing these therapies at home while finding creative and innovative ways to establish a new sense of normalcy. This category may include:

- Introduction to new/different supplies
- Sharing (patient centered) research about managing infusions/feedings at home
- Navigating intolerance or complications
- Infection prevention strategies

Supporting the Family or Caregiver

This year we also want to highlight the crucial role of care partners and caregivers in the overall well-being of consumers and families of those on nutrition support. Speakers are expected to discuss effective support strategies, communication techniques, and resources available to empower and assist care partners and caregivers in navigating the challenges associated with nutrition support. This category may include:

- Psychosocial support for care partners, caregivers and families
- Navigating grief and loss
- Supporting siblings
- Sharing community resources

Additional Submission Requirements

1. The submitter must attest that all persons listed as speakers agreed to and have knowledge of being included in the submission.
2. You are required to disclose if your submission/session proposal is on behalf of an industry representative, Oley corporate partner, or another non-profit organization.
3. Submissions must include a title, target audience, full session description, “elevator pitch” promotional description (400 characters or less), learning objectives, audience knowledge level, and all proposed speakers at the time of final submission.
4. If your submission is heavily based on quantitative research, please ensure the data is presented in a way that is engaging, relevant to the consumer population, and comprehensible to the average layperson.

Audience Knowledge Level

- Introductory
- Intermediate
- Advanced

Description of Audience Knowledge Levels

We understand that our members have uniquely diverse levels of experience and this indicator helps us ensure that our program is designed to meet the needs of a wider range of participants. Please use your best discretion when deciding which level your presentation is best suited for without making drastic accommodations. We will do our best to incorporate a variety of levels into our program.

Introductory: Session will cover fundamental concepts, terminology, and basic skills.

Audience:

- New to the nutrition support community
- Still learning medical terminology & anatomy
- Generally unfamiliar with various medical devices and nutrition support therapies
- Still establishing basic care plan
- Still establishing complication management strategies

Intermediate: Session will build on foundational concepts and introduce more complex ideas or practices.

Audience:

- Has been in the nutrition support community for longer than 1 year
- Familiar with basic medical terminology & anatomy
- Foundational understanding of various medical devices and nutrition support therapies
- Care plan established
- Looking to improve complication management strategies

Advanced: Session will delve into more intricate details, advanced techniques, updates on best practices, or explore more abstract concepts.

Audience:

- Has been in the nutrition support community for many years
- Comfortable with basic medical terminology & anatomy
- Substantial understanding of various medical devices and nutrition support therapies
- Care plan well established
- Complications currently managed, looking to plan for future or improve quality of life

Evaluation and Selection Process for Presenter Submissions

Submission Process

Please complete the 2025 Speaker Proposal Submission Form in its entirety. Proposals will be automatically excluded if they are:

- Submitted after November 1, 2024
- Submitted via email, unless previously discussed.
- Overtly advertising a specific product or brand
- If you are interested in financially supporting Oley conference programming, please email info@oley.org

Final Selections and Communications

- Proposal review and selection will begin on December 6th, 2024.
- Final selections will be based on the score and merit of each proposal and are on a first-come, first-served basis.
- Proposals are reviewed, scored, and selected based on established topics of interest and learning goals set by the DREAM Team (Designing a Relevant and Engaging Annual Meeting).
- Presentations should be relevant to one or more of the audiences identified above.
- If a proposal is not selected for a live session at the Annual Consumer Conference, Oley may give the submitter the opportunity to be considered for other Oley educational content or event.
- Submitters will be notified when their proposal is accepted. If a proposal is not selected, submitters will be notified after all presentation slots have been filled.
 - We request speakers to accept by 12/13/24 to have conference registration materials distributed by the first week of January with session and speaker details included.
- Please submit questions about the submission or selection process through info@oley.org

Selection Process

Below, we describe the evaluation process to improve transparency surrounding the conference. The DREAM Team (Designing a Relevant and Engaging Annual Meeting) will conduct masked evaluations of all complete submitted proposals.

Selection Criteria

Submissions are masked, so the reviewers cannot identify the authors; submissions are not evaluated based on the names of the people involved. The submissions will be scored on a weighted scale based on the following criteria:

- Session description aligns itself well with the overall mission and vision of The Oley Foundation.
- Learning objectives indicate that attendees will leave the session with actionable takeaways, relevant information, new techniques or practices, or tangible resources.

- Speaker/facilitator(s) appear to have valuable lived experience *or* credentials relevant to the topic on which they are presenting.
- Session description is written in a language comprehensible to the layperson and does not include clinical and research-based jargon, without also including definitions.
- Proposal covers a topic that may be considered informative and beneficial for a wide range of patient experiences OR explicitly indicates a level of complexity.

Diversity, Equity, and Inclusion

Separately, reviewers evaluate the extent to which the submission advances Oley's goal of promoting diversity, equity, and inclusion. Submissions advancing these goals may include (but are not limited to):

- Diverse presenters or research participants (e.g., understudied, or underserved populations)
- Diverse research methods (e.g., methodology that promotes equity or engages underserved communities)
- Presentation topics (e.g., prejudice and discrimination, health equity and accessibility, critical theories, cross-cultural research those from underrepresented sociodemographic backgrounds, from an array of career stages, from outside the United States, or with professional affiliations that are not typical at Oley such as predominately undergraduate serving institutions, minority-serving institutions, or outside academia)

DEI Rating Scale:

- 3: Exceptional- The submission clearly and strongly advances Oley's goal of promoting diversity, equity, and inclusion.
- 2: Satisfactory- The submission slightly to moderately advances Oley's goal of promoting diversity, equity, and inclusion. We expect that this rating will be the most applied rating.
- 1: Not Applicable- The submission does not advance Oley's goal of promoting diversity, equity, and inclusion or the submitter preferred not to answer.

Speakers may be asked to modify the length, format, or content of their presentation based on the needs and structure of the program. A member of the DREAM Team may contact selected speakers for more information about the content of their presentation.

Oley Staff and Board reserve the right to modify the conference program at any time for any reason. We strive to develop a comprehensive agenda that balances the needs of our diverse membership. We will do our best to consider the various factors that have an impact on our unique audience.

Rating Scale

When making a final decision about which submissions to accept, the Oley leadership team relies primarily on the DREAM teams' rubric scores. Submissions are unmasked at this stage, allowing the committee to ensure that the program features a diverse range of speakers. When making the final selection, reviewers aim to accept high-quality submissions while creating a balanced and diverse program. There are no acceptance quotas, but there may be general targets to ensure certain topics are adequately represented. Beyond that, any themes that may emerge do so organically based on having a high number of high-quality submissions that year.

Rating Scale:

- 4: Excellent
- 3: Very Good
- 2: Good
- 1: Weak

Speaker Notification

Speakers will be notified via email whether their proposal has been accepted or rejected by December 6, 2024. If you do not hear anything regarding the status of your submission by December 13, 2024, please email info@oley.org.

Accepted Speakers Policies

If your proposal has been accepted, it is required that you complete the following tasks by the published deadlines. If we do not receive the following materials by the dates listed, unless otherwise discussed with Oley staff, we will be forced to find an alternative speaker. Presentation deadline dates, guidelines, and requirements will be sent to accepted speakers upon acceptance.

Speakers will be responsible for the following:

- 1. Complete the Oley 2025 Speaker Information Form, which will include:**
 - a. Oley's Annual Conference Speaker Agreement**
 - b. Oley's Conflict of Interest Form**
 - c. Submission of a headshot (details below)**
 - d. Submission of a biography (150 words)**
- 2. Make your own travel arrangements including flight and accommodations.**
- 3. Complete the conference registration process.**
 - a. Accepted speakers will receive complimentary registration at the conference, if applicable.

Accepted Speakers Guidelines

- Accepted speakers are expected to use the Oley provided template for their presentation without modifications to the template's branding.
- An accepted speaker who changes employment must notify Oley immediately. Oley will determine whether Conflict of Interest (COI) issues exist and if there is a need to decline the presentation due to change of employment.
- If the content references the submitter/speaker's previous employer, the submitter/speaker must receive permission from someone at the previous organization with authority to approve the person speaking on behalf of the organization. All documentation must be provided to Oley.
- Speakers must agree to accept the agenda date and time for their session, which will be assigned upon acceptance.
- Headshot photos should be high-resolution, color in a JPG or PNG file type only. File size should be at least 1MB and no more than 3MB. Photos should not include borders. The person should be in the center of the frame.
- Speaker proposals and supplemental materials submitted for review must be HIPAA compliant and should not include any Personal Health Information (PHI).

Please support our mission by using the hashtag **#Oley2025** when sharing and posting about the conference on social media platforms (encouraged but not required).

Oley staff will be responsible for:

- Providing speakers with timely deadlines and clear communication regarding expectations to support an efficient, well attended, and consumer focused conference.
- Providing Oley 2025 slide template to be used for any visual presentation
- Confirming time, location, and format of your session
- Screening your slides for any promotional content or copyright material
- Providing audio/visual needs

Attendance Requirements

The Oley Consumer Conference is an in-person event and virtual presentations will not be accepted. Please ensure that you are available June 17-20, 2025, prior to submitting a proposal.

Your attendance will constitute full assumption of any risks associated with an in-person event, including COVID-19. Oley and its personnel shall not be responsible or liable to you, your employer or any third party for any personal or bodily injury arising from or related to COVID-19, including, but not limited to, death.

Intellectual Property

Each speaker is responsible for ensuring that all materials and content used and/or presented do not infringe or violate any copyright, trademark, patent or other intellectual property rights of any person or entity or the privacy rights of any individual. Protected health information must be removed or blocked from materials, including patient identifiers, and any patient data must be deidentified in accordance with HIPAA.

Speakers represent and warrant that they have the right to use and/or present the materials and content and agree that Oley has the right to record their presentation and to publish and reproduce the recorded session (including the speaker's image, as applicable) and associated materials. Oley will own all rights, including copyright, in the program/course recording and materials, including, but not limited to, faculty talking points, PowerPoint slides, website postings, discussion board postings and resource documents. Reuse of any Oley program/course-related material without Oley's express written permission is strictly prohibited. Regarding pre-published data or other institution specific requirements, please contact info@oley.org.

Guidelines Subject to Change

Oley reserves the right to update the call for speaker submission guidelines at any time based on learner needs and evolving health care quality landscape priorities, as defined by Oley's assessment survey, evaluation results from previous educational events, Oley's Leadership Team priorities and DREAM team (conference planning committee) recommendations. Oley reserves the right to cancel a session if the speaker is not able to deliver the original concept in the proposal and/or misses key deadlines.

Terms of Submission

Oley is a 501(c)(3) non-profit organization. The mission is to enrich the lives of those living with home IV nutrition or tube feeding through advocacy, education, community, and innovation. Your submission may be published, displayed, or broadcast by Oley for any lawful purpose. The presentation as well as your name and credentials, edited excerpts, quotes, and images from the materials you submit may be used by Oley for testimonials and marketing in print materials and online in all media formats.

Travel and Accommodation

Oley does not cover travel & accommodation costs for speakers. You will find information on recommended hotels closer to the date on our website.

Honorariums and 'Pay To Play'

Please note that sponsoring is entirely separate to speaking. We invite and select speakers based on merit (there is no 'pay to play', hence we do not accept sponsorship or payment for a speaking role). We will invite individuals who bring original content and are interesting for our audience.

The Oley Foundation, Inc. also does not pay honorariums to any speakers.

If you have any questions relating to speaker submissions, please email info@oley.org