2024 Oley Conference
Speaker Toolkit
Oley 2024 “Connected” 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 Tempe, Arizona beginning on Saturday, June 29, 2024. 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 carepartners, 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: **February 11, 2024, at 8pm ET.**
- Speakers will be notified of the planning committee’s decisions by February 19th, 2024.

Information Needed for Submissions

Use this guide to gather all the necessary information to complete the online form quickly. Submissions will be accepted until **February 11, 2024, at 8pm ET.**

Before submitting, review the following:

1. Speaker Submission Guidelines
2. Additional Submission Requirements
3. 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.

- Background and Purpose: A brief description of the nature and goals of your session.

- 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.

• Target audience

• “Elevator pitch” promotional description (400 characters or less)

• Proposed Speakers: 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.

** Please note that you may submit more than one proposal, but this will require separate submissions forms for each proposal.

Suggested Topic Ideas
The below topics were suggested by the Oley membership following last year’s Annual Education Conference. 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 survey to confirm your presentation and speakers. Oley requires that each speaker complete a conflict of interest disclosure, which will be included in the speaker survey. 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 see Speaker COI_Oley Foundation.pdf

Conflict of Interest online form

For any additional questions regarding submission guidelines, please contact the team at info@oley.org.
Speaker Submission Guidelines

What is the Annual Oley Consumer Conference?

Oley aims to connect and inspire consumer-minded stakeholders and accelerate delivery of quality health care. Its 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, one-of-a-kind education and exhibitors showcasing the latest innovations in home nutrition support.

Who will Attend?

“Connected” is 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. Patient-centered medicine will be at the core of the curriculum, with multiple opportunities for the 500 (anticipated) attendees to “connect” with other participants, both consumer, and industry.

Audiences

- Consumers (patients) both newer to therapy and chronic
  - Therapies include parenteral nutrition (IV hydration with vitamins), enteral nutrition, oral supplementation, blenderized tube feeds
- Carepartners 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, including the Short Bowel Syndrome community

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 intermediate and advanced content, providing it is presented with the consumer audience in mind (and not only for 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 “Connected” and tracks outlined below. The submission deadline is February 11, 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

**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  
• 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 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 carepartners 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 carepartners and caregivers in navigating the challenges associated with nutrition support. This category may include:

• Psychosocial support for carepartners, 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. Submitters are welcome to submit multiple proposals.  
4. Submissions must include a title, target audience, full session description, “elevator pitch” promotional description (400 characters or less), learning objectives and all proposed speakers at the time of final submission.
Evaluation and Selection Process for Presenter Submissions

Submission Process

Please complete the 2024 Speaker Proposal Submission Form in its entirety. Proposals will be automatically excluded if they are:

- Submitted after February 11, 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 February 13, 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.
  - Due to the extremely tight deadlines, we request speakers to accept by 2/23/24 to have conference registration materials distributed 3/1/24 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.

The review process is independent each year; the content of prior conferences does not factor into the evaluation process, with one exception: If there is a significant amount of feedback during the post-meeting survey indicating attendees would like to see more representation of a particular topic, the committee may increase representation of the topic at the following year's annual meeting.
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.
- Goals of the session are relevant to consumers, caregivers, or clinicians in nutrition support community. Priority will be given to proposals directed towards consumers and caregivers.
- 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, 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.

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 February 19, 2024. If you do not hear anything regarding the status of your submission by February 28, 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.

Speakers will be responsible for the following.

1. **Complete the official speaker acceptance form by 2/23/24**
2. Submit the [Oley Conflict of Interest form](#).
3. Make your own travel arrangements including flight and accommodations.
4. Complete the conference registration process.

   - Accepted speakers will be assigned to an Oley team lead who will assist with presentation and event logistics.
   - Presentation deadline dates, guidelines and requirements will be sent to accepted speakers upon acceptance.
   - Accepted speakers will receive complimentary registration at the annual 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 assigned for their session.
- Each speaker is required to upload a biography (150 words) and headshot photos prior to final submission.
- 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 #Oley2024 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.
- 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 29-July 2, 2024, 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