

the annual clinical conference of the WSHPCO

# Centered in Care

Campbell's Resort – Lake Chelan, WA October 19-20, 2026



## GUIDELINES FOR RFP SUBMITTAL

As you prepare your Presentation Proposal, we are requesting that our Faculty utilize this information in planning their presentations, and please note items highlighted in **RED**:

### Introduction and Disclosures of any possible conflict of interest

#### Needs Assessment

- What would be a good use of your time today? What are you hoping to get out of this session?
- Briefly review session objectives

#### Present framework for understanding the content

- Include references/resources as appropriate
- Provide written copies of case studies, if using

#### Emphasis on behavioral activity and engagement of the audience

- Use Case Studies, if applicable
- Include practice component for skill building/application of content

*Please allow at least 5 minutes at the end of your presentation for questions.*

#### Benefits to Chelan Conference Presenters

- Participation in a wonderful setting with people who do what you do.
- An opportunity to share knowledge and receive feedback from your peers while contributing to the advancement of end-of-life care.

#### Faculty/WSHPCO Relationships

*By submitting a presentation proposal, the applicant is aware of their obligations as a presenter:*

- **All presenters receive a 25% discount on registration with an additional discount for presenting more than once (50% discount on registration if presenting twice or more at the conference). All presenters may attend a single session free of charge.**
- **The WSHPCO regrets that we are not able to provide honoraria or expense reimbursement.**
- **Presentations** will be loaded on WSHPCO PC computers. Because of IT variables, please do not bring personal computers to use for presenting.
- **Handouts** are not printed for attendees but will be available for download on the WSHPCO website prior to the conference.

#### Important Dates and Information

<b>RFP Due Date:</b>	July 17, 2026
<b>Submit RFP to:</b>	Electronically to <a href="mailto:mccauley@wshpc.org">mccauley@wshpc.org</a>
<b>RFP Receipt:</b>	Confirmation will be sent via email when presentations are received.
<b>RFP Status Date:</b>	August 7, 2026 ( <i>acceptance, denial or additional information needed</i> )
<b>Slide Due Date:</b>	October 5, 2026
<b>Questions:</b>	Barb Hansen (541.231.2440) or Meg McCauley (503.890.7027)

Please complete ALL information thoroughly and remember to include with your proposal a copy of your current CV. Presenter names, degrees, titles and organizations will be printed in the Chelan Conference Brochure as they appear on this application. Electronic completion is preferred; email completed application to [mccauley@wshpco.org](mailto:mccauley@wshpco.org).

**Please note:** All presenters receive a 25% discount on registration with an additional discount for presenting more than once (50% discount on registration if presenting twice or more at the conference). All presenters may attend a single session free of charge. The WSHPCO regrets that we are not able to provide honoraria or expense reimbursement.

Presenter Name		Title & Professional Degrees	
Presenter E-Mail		Phone	
Presenter Organization			
Please list additional presenter names, title/credentials and organization affiliation here (up to 5 for panel presentations):			
Proposed Presentation Track Focus (please check all that apply)			
<input type="checkbox"/> Clinical	<input type="checkbox"/> Palliative Care	<input type="checkbox"/> Psychosocial/Self-Care/Other	
<b>Proposed Presentation Title</b>			
<b>Brief description of presentation for inclusion in brochure</b> (100 words or less)			
<b>Please provide 2-3 Learning Objectives.</b> <i>Note: Learning objectives should identify what the participant will learn, not what the presenter will teach. Write objectives that are measurable and in complete sentences. As an example: (1) "By participating in this workshop, participants will . . ." or (2) "On completion of this session, participants will be able to . . ."</i>			
Learning Objective 1			
Learning Objective 2			
Learning Objective 3			
<b>Brief Primary/Co-Presenter biographical information for brochure inclusion</b> (provide information on your background, training and experience)			

**Please disclose any possible Conflicts of Interest** A conflict of interest exists if any individual/entity that is in a position to influence the content, design or implementation of the activity is ALSO in a position to benefit financially from the success of the activity.

Please list 1-2 references familiar with your presentation style and ability:

Reference 1	Reference 2
Name/Title & Degrees	Name/Title & Degrees
Organization	Organization
E-Mail	E-Mail

**SESSION PREFERENCES**

Preferred Time (select 1): Plan to allow at least 5 minutes of audience participation/discussion during your presentation:

<input type="checkbox"/> 75 minute session	<input type="checkbox"/> 60 minute session
--	--

Target Audience (Select all that apply)

<input type="checkbox"/> Nurses	<input type="checkbox"/> Educators	<input type="checkbox"/> Bereavement Coordinators
<input type="checkbox"/> Hospice Aides	<input type="checkbox"/> Physicians	<input type="checkbox"/> Management & Leadership
<input type="checkbox"/> Social Workers	<input type="checkbox"/> Chaplains/Spiritual Care	<input type="checkbox"/> Support staff
<input type="checkbox"/> Billers	<input type="checkbox"/> Volunteers/Coordinators	<input type="checkbox"/> Counselors

A/V Requirements other than projector/laptop/screen/mic (please list):

Check the dates you would be able to present	<input type="checkbox"/> 10/19	<input type="checkbox"/> 10/20	<input type="checkbox"/> Either
--	--------------------------------	--------------------------------	---------------------------------

*Electronic completion is preferred; email completed application to [mccauley@wshpco.org](mailto:mccauley@wshpco.org).  
Mailing address is WSHPCO at P. O. Box 361, Camas, WA 98607.*

*Please review **GUIDELINES FOR RFP SUBMITTAL** when preparing your RFP application.*