



## The Evaluation Process

The PCNP Conference Committee will review all applications and use the following criteria in the selection process:

- Well-defined proposal focus
- Overall quality and potential to contribute to a well-balanced program
- Relevance to the profession
- Practical advanced applications of materials or ideas
- Topic timeliness
- Speaker's experience

### Timeline

**Jan 24, 2020**

Call for Speakers Opens

**Feb. 28, 2020**

Call for Speakers Closes

**Mar. 20, 2020**

Selected Presenters  
Receive  
Agreement/Contract

**April 3, 2020**

Signed Agreement Due  
Back to PCNP

**April 15, 2020**

Notification Will Be Sent  
to Speakers Not Chosen

**Sept. 14, 2020**

Handouts Due

Successful proposals offer programs that make professional educational contributions to PCNP and its members. Presentation materials and content must be strictly educational and may not include reference to specific products or services with intent to sell. The content must contribute to the continuous advancing profession of nurse practitioners.

Program proposals must be received by Friday, **Feb. 28, 2020**. Final selections will be made in April 2020.

### Presentation Formats

Knowledgeable and eloquent individuals willing to share their expertise and real-world experiences are invited to submit presentation proposals for the 2018 Annual Conference.

When determining presentation format, bear in mind educational sessions are approximately 60 minutes long. Workshops are typically three hours. Audience size ranges from 25-500 participants, with introductory to advanced experience levels. Your proposal should clearly indicate presentation format, the topic and the intended audience experience level.

We will select approximately two general sessions (60-minute presentations), 30 concurrent sessions (60-minute presentations) and up to four workshops.

This three-day event provides a self-directed, facilitated learning environment in which these topics and other professional challenges facing nurse practitioners can be explored in educational sessions, informal discussions and networking opportunities.

The goal of your presentation is to deliver "Hot Topics" and cutting-edge information. Workshops should deliver instructional content that improves skill levels or competency. By submitting a proposal for a concurrent or general session, you agree to be available **BOTH** Friday, Oct. 23 AND Saturday, Oct. 24. If you are submitting a workshop proposal, you need to be available on Thursday, Oct. 22, time to be determined. The final schedule, developed by the Conference Committee, will determine the exact date and time of your presentation(s).

## Submitting Your Proposal

All the below information must be submitted via our online form, found at <https://pcnp.submittable.com/submit>.

Questions? Contact Lisa Oddo at [meetings@pacnp.org](mailto:meetings@pacnp.org).

Please note that the PDF files provided by the American Association of Nurse Practitioners, the organization that accredits the conference, **MUST BE FILLED OUT COMPLETELY**. You can download the forms at [www.pacnp.org/conference](http://www.pacnp.org/conference). **If the forms are not filled out completely, the submission will be rejected and not reviewed.**

## Speaker Benefits

- Visibility as a leader in the industry
- Biographical listing on our website and in our program guide, distributed to attendees
- Networking opportunities

## Speaker Compensation

Compensation is as follows for all speakers. By submitting to the call for speakers, you agree to the compensation the is outlined as follows. Compensation for general sessions and for any instances not outlined in the following guidelines will be reviewed on an individual basis.

### Concurrent Session Speaker Compensation:

- One speaker, one concurrent session: One day complimentary conference registration
- One speaker, two or more concurrent sessions: One day complimentary conference registration plus one night's hotel
- Two co-speakers, one concurrent session: One day complimentary conference registration for each co-speaker
- More than two co-speakers: To be reviewed on an individual basis

### Workshop Speaker Compensation:

- One speaker, one workshop: One day complimentary conference registration / one night hotel
- Two co-speakers, one workshop: One day complimentary conference registration / one night hotel
- Workshop assistants (up to 4): One day complimentary conference registration
- Supplies reimbursed for all workshops

## Preferred Presentation Categories

- Acute Care
- Primary Care
- Women's Health
- Mental Health
- Complex Case Studies
- Professional Development
- Geriatrics
- Pediatrics
- New Medications
- Lab Interpretation
- Telemedicine
- Infectious Disease
- Endocrine
- Cardiology
- Entrepreneurial Practice Models
- Specialty Topics (Including Orthopedics, Medical Marijuana, Oncologic Screening, Etc.)

Every effort will be made to certify programs for CEUs.

### Important information regarding proposal submissions:

#### Meeting Curriculum:

When developing educational sessions at PCNP meetings, our primary goal is to address the most pressing, current and emerging NP issues. Our goal is to help NP professionals excel in their careers. In addition to featuring the profession's current and emerging trends, topics should also be relevant and applicable to varying levels of expertise.

### Session Formats:

PCNP is eager to explore new ways for attendees to learn and be inspired. Many of our sessions will follow a traditional, solo presenter format, but we are looking to incorporate a variety of formats to include panel discussions, immersive workshops, rapid fire presentations and other interactive sessions.

- **Presentations:** These sessions are typically 60 minutes in length and feature subject matter experts in the profession. Presenters should come prepared with high quality content for the PCNP audience and offer take home advice to attendees.
- **Panel Discussions:** These sessions vary from 45 to 60 minutes depending on the event and feature an experienced moderator, leading a discussion with a panel of experts. Preference is given to proposals with moderators and experts (from different specialties or different types of medical facilities) who come prepared with short presentations to enhance the learning.
- **Rapid-Fire Presentations:** These fast-paced, 18-minute sessions are "Smart Talks," an open platform format covering topics or demonstrations with key, tangible takeaways.
- **Deep Dives and Research-Based Case Studies:** These sessions are typically 60 to 90 minutes and feature presentations and/or research and thoroughly examine a specific topic.
- **Interactive Audience Sessions:** Highly interactive sessions, typically 60 minutes in length, featuring polling, Q&A and other approaches that help crowdsource audience insights, enable attendees to share their opinions and drive engagement with speakers.
- **Workshops:** These four-hour workshops are typically held before the conference and allow for in-depth discussion and learning on new approaches and best practices for NPs. Workshops should be designed for interactivity and networking among participants, along with practical takeaways.

### Speaker benefits provided by PCNP:

- Speakers (including co-presenters) receive one day of registration on their presentation day, including admission to General Sessions, the Exhibit Hall, concurrent sessions and networking events. Preconference workshops and other offerings are not included.
- Grant speakers valuable professional exposure on the event website and in event marketing materials.
- An evaluation report with session ratings and feedback after the conference.

### Speaker expectations and honoraria:

Given PCNP's tradition of using educational sessions as a platform to showcase innovation in the field of medical management, we look for presenters who are willing to share their expertise without the expectation of payment.

Other speaker requirements:

- To acknowledge availability to speak during any timeframe of the event and as such will **not request a change to the session time frame assigned**, if selected.
- To work closely with conference programming and meet all deadlines.
- To make no substantial changes to content, format, audio/visual needs, room set-up, identity or number of presenters without prior approval from PCNP.
- To design and provide high-quality PowerPoint presentations, in electronic format, by the deadline given.
- To recognize that a session is an opportunity to share information and is not a showcase for promotion of business, practice, service or product.

Questions regarding speaking? Email [meetings@pacnp.org](mailto:meetings@pacnp.org)