

## SPEAKER TERMS & CONDITIONS

Please read this very important information.

We invite you to share your expertise at the 25th Annual NAPSA Conference, which will take place October 29 & 30, 2014 at the Marriott Downtown Waterfront in Portland, Oregon. NAPSA is partnering with the following organizations.

Oregon Department of Human Services  
Oregon Council on Developmental Disabilities  
Oregon Long Term Care Ombudsman  
Oregon State Unit on Aging  
Aging and Disability Resource Connection of Oregon

NAPSA annually provides the only national conference which addresses elder abuse, abuse of younger adults with disabilities and Adult Protective Services. The 2014 conference will provide another outstanding training opportunity for APS line staff and administrators, law enforcement officials, prosecutors, court personnel, service provider agencies, health care professionals and long-term care advocates and investigators. Domestic violence and sexual assault advocates and victim/witness staff are also encouraged to attend.

Please complete the form below to submit your workshop proposal(s). Submissions must be made through this online form. We encourage you to submit more than one proposal, in any area of expertise. Any questions? Please send them to [info@napsa-now.org](mailto:info@napsa-now.org).

## SPEAKER REIMBURSEMENTS

NOTE: At the time of this notice, NAPSA is unable to reimburse speakers for travel expenses. Complimentary conference registration will be provided to the primary speaker for each workshop. Additional speakers are requested to register at the NAPSA member rate if they wish to attend the conference. If you submit a proposal, we will assume you are able to cover your own travel expenses and that any additional speakers will pay the member registration fee. We greatly appreciate your understanding in this matter.

## AGREEMENT TO PRESENT

- Submission of a proposal is the speaker's agreement to present.
- Confirmed presenters are expected, unless an exception is requested and approved, to provide their presentation slides and handout materials to the conference organizers by SEPTEMBER 26, 2014 to be copied onto a password protected portion of the NAPSA website.
- Primary presenter is responsible for: a) notifying and confirming co-presenters; b) notifying co-presenter(s) of any scheduling changes, and c) notifying NAPSA of any changes in the presenters or

## 2014 NAPSA Conference - Request for Proposals

the presentation (such changes must be approved by NAPSA prior to the conference).

- All presenters MUST REGISTER for the conference.

- An LCD Projector and screen will be in every room; presenters are asked to provide their own laptops. Any additional A/V or electrical access services must have prior approval by NAPSA.

- NAPSA has gone green! Handouts will be made available via the NAPSA website to all attendees, but no printed handouts will be provided. Presenters may bring their own to the conference for distribution.

### DEADLINES

Deadline for all workshop proposals is 11:59 pm EDT on MAY 16, 2014.

NAPSA will inform all primary presenters of their acceptance status by JUNE 16, 2014.

Please submit all workshop slides and handouts by SEPTEMBER 26, 2014.

\* 1. Please acknowledge both items below before continuing.

I have read & accept the conditions above.

SAMPLE - DO NOT COMPLETE

## REQUEST FOR PROPOSALS - 2014 NAPSA CONFERENCE

### PRIMARY PRESENTER INFORMATION

Please provide information for the primary presenter. You will have an opportunity to provide information for additional speakers.

\*2. Primary Presenter Information - Please provide all information as it should appear in print, and include any credentials in the name field.

**Name:**

**Company:**

**Address:**

**Address 2:**

**City/Town:**

**State:**

**ZIP:**

**Country:**

**Email Address:**

**Phone Number:**

\*3. Please provide a mobile phone number we can use to reach you during the conference.

\*4. Primary Presenter Bio - Please provide a single paragraph bio of the primary presenter.

5. Past Presentations & References (FIRST TIME NAPSA CONFERENCE SPEAKERS ONLY) - In addition to your bio, please provide a list of presentations made within the past year and the names of two references, including their work affiliations and phone numbers or email addresses, who can provide feedback regarding your presentation skills.

\*6. Are there additional presenters for this workshop?

- Yes, additional speakers will present with me.
- No, I am the only presenter.

SAMPLE - DO NOT COMPLETE

## REQUEST FOR PROPOSALS - 2014 NAPSA CONFERENCE

### CO-PRESENTER(S) INFORMATION

7. Presenter 2 Information - Please include credentials in the name box.

**Name:**

**Company:**

**Email Address:**

**Phone Number:**

8. Presenter 2 Bio - Please provide a one paragraph bio for this presenter.

9. Presenter 3 Information - Please include credentials in the name box.

**Name:**

**Company:**

**Email Address:**

**Phone Number:**

10. Presenter 3 Bio - Please provide a one paragraph bio for this presenter.

11. Presenter 4 Information - Please include credentials in the name box.

**Name:**

**Company:**

**Email Address:**

**Phone Number:**

12. Presenter 4 - Bio  
Please provide a one paragraph bio for this presenter.

## REQUEST FOR PROPOSALS - 2014 NAPSA CONFERENCE

### WORKSHOP PROPOSAL

13. Were you referred by someone on the NAPSA Conference Committee? If so, who?

\* 14. On which day of the conference would you prefer to present? NAPSA will attempt to honor all requests.

- Wednesday, October 29th, 2014
- Thursday, October 30th, 2014
- No preference

\* 15. Workshop Title

\* 16. Length of Workshop

- 90 Minutes - One Session
- 3 Hours - Two Sessions (Part I & Part II Format)

\* 17. Workshop Description - Please describe your workshop and include what attendees should learn as well as the method of instruction (lecture, panel, group activities, etc.).

\* 18. Experience level of participant.

- Beginner
- Intermediate
- Advanced

19. Please list any special accommodations you or your co-presenters will need. (interpreters, accessibility, etc.)

## 2014 NAPSA Conference - Request for Proposals

PLEASE NOTE - NAPSA will provide an LCD projector and screen. Speakers must bring their own computer or tablet. Due to the very high costs of AV equipment, NAPSA is unable to provide a computer or tablet during the conference.

To request additional AV equipment, please contact [info@napsa-now.org](mailto:info@napsa-now.org). Additional AV equipment requests will be considered on a case by case basis.

SAMPLE - DO NOT COMPLETE