**MONTANA HEALTH CARE ASSOCIATION**

**Conference Educational Sessions**

**Details for Presenters Wishing to Be Considered**

Two conferences per year – Virtual in Spring (Apr/May) and In-Person in Fall (Sept/Oct)

**PLEASE NOTE:** This is the MINIMUM information we require prior to engaging in any direct discussions about your programs. Without providing ALL the info requested above, you will definitely not receive a follow up call. This is our process and we do not deviate from it. We will not review video links unless all of this information has been received by our office and there is interest in your program.

 Submit proposals by: March 10 for Spring; June 10 for Fall

**Session Length:**

For virtual conference (spring conference), sessions are in 1.5 hour segments.

For in-person conferences (fall convention), most sessions are half day (2.5 or 3.25 hours) or full day (6.5 hours) in length, with very rare limited shorter sessions (1.5). **We prefer proposals tailored to the 2.5 or 3.25 hour timeslots for the fall in-person conference.**

**Audience:** Administrators and staff of skilled nursing facilities and assisted living facilities. Educational offerings can be intended for either facility type, and may be intended for the interdisciplinary team or particular disciplines of either or both types of facility.

**Presentation Details:**

Presenter(s) information:

a. name and credentials

b. brief bio and website

c. fees and expenses associated with presentation (based on conference format,

and include how adding another of your proposed sessions would impact the fees)

d. references, especially long term care associations you have presented to

e. any other information you believe helpful when considering the speaker

 Program(s) details:

a. title of program

 b. description of program (paragraph or two that describes content)

c. length of program

d. target facilities (is this for SNFs, ALFs, CAHs, All?)

e. target disciplines (Which long-term healthcare disciplines? Administrators, DONs, interdisciplinary, dietary, maintenance, etc.? Who typically attends and benefits from content?)

***ALL OF THIS INFORMATION MUST BE INCLUDED IN THE SUBMISSION TO BE CONSIDERED!***

**Email to:** Please send this information in an email or a Word document attached via email to (**AND ONLY TO**): rsimmons@rmsmanagement.com. Rhonda will print and provide this information to the decisionmakers in the format they prefer. We do not review video submissions unless accompanied by the foregoing information.

Please ensure that your name and contact information are included.