**MONTANA HEALTH CARE ASSOCIATION**

**Conference Educational Sessions**

**Details for Presenters Wishing to Be Considered**

One conference per year (in person in the fall) and virtual education as needed throughout year. Submit proposals anytime – but no later than May 15 for Fall Conference

**PLEASE NOTE:** This is the MINIMUM information we require prior to engaging in any direct discussions about your programs, so please do not contact us by phone. Also we will not review video links unless all of this information has been received by our office and there is interest in your program.

**Session Length:**

For virtual presentations, 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, assisted living facilities and critical access swing beds. Educational offerings can be intended for one or all types of facilities and may be intended for the interdisciplinary team or particular disciplines of the various facilities.

**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: [rosehughes@rmsmanagement.com](mailto:rosehughes@rmsmanagement.com). We do not review video submissions unless accompanied by the foregoing information.

Please ensure that your name and contact information are included.