



# Annual Conference 2024

Tuesday, May 14, 2024

Maritime Conference Center, Linthicum Heights, MD

## Request to Speak Form

**SUBMISSION DEADLINE: Tuesday, December 5, 2023**

Please complete each field as directed. Click the box to insert text or select one of the listed options.  
The box will expand as you type.

Submit the completed form to [chouck@mncha.org](mailto:chouck@mncha.org)

### SPEAKER INFORMATION

Lead Speaker \_\_\_\_\_

Co-Speaker  
(If Applicable) \_\_\_\_\_

Job Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Degree/  
Credentials \_\_\_\_\_

How long in  
position? \_\_\_\_\_

### CONTACT, OTHER THAN SPEAKER (if applicable)

Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### PRESENTATION DETAILS

All concurrent sessions will be 60 minutes in length inclusive of questions. Keynote sessions may be up to 90 minutes.

Presentation Title \_\_\_\_\_

Presentation  
Length \_\_\_\_\_



# Annual Conference 2024

Tuesday, May 14, 2024

Maritime Conference Center, Linthicum Heights, MD

## Request to Speak Form

**SUBMISSION DEADLINE: Tuesday, December 5, 2023**

### TARGET AUDIENCE (click all that apply)

- General
- Home Health Agency (HHA)
- Personal Home Care
- Durable Medical Equipment

### SPEAKER FEES AND TRAVEL COSTS

In most cases, speakers are not compensated for concurrent presentations to the MNCHA Annual Conference. Please note here if speakers require any honorarium for their presentation.

Requested fee for the presentation \_\_\_\_\_ Dollars

No travel or accommodation reimbursement is offered.

### PRESENTATION DESCRIPTION

Presentation Abstracts are limited to 150 words, including presentation content, description, and how it will benefit our members in the workplace.

Learning Objectives: Provide three learning objectives for your presentation (i.e., At the completion of this session, participants will be able to ...)

Objective #1:

Objective #2:

Objective #3:

### SPEAKER BIOGRAPHY

Professional biographical sketch for primary presenter that will be included in promotional and printed materials (limited to 150 words).

### NOTIFICATION

1. Presentations must be white-paper in nature and not sales oriented.
2. Any misleading or incorrect information may lead to a disqualification of the Request.
3. The final selection decision rests with the Board of Directors or their designated Committee/Executive Director.
4. Speakers will be notified of their selection for the Annual Conference by **December 15, 2023**.
5. If approved, the Presenter will be provided with a Speaker Agreement, which will contain all Terms & Conditions for the speaking engagement.