

The Washington State Academy will meet April 15-17, 2018 at the SeaTac Hilton, Seattle, WA.  
We look forward to reviewing your speaker proposal.

**Commercialism policy:**

The Washington State Academy maintains full control over the planning, content and implementation of all programs presented during Annual Educational Conference including the selection of speakers, moderators and faculty. The intent of Educational Conference program is to provide quality sessions focused on educational content, which are free from commercial influence or bias. The Washington State Academy prohibits presentations that constitute promotion and/or advertising. This specifically includes pervasive or inappropriate use of logos. Presentations that are sole descriptions of a program, publication, or product, or that show obvious bias toward a convention sponsor will not be accepted nor tolerated by the participants. To this end, program planners, session participants and sponsors are prohibited from engaging in scripting, targeting points for specific emphasis or other actions designed to influence the overall content of the program. Statements made should not be viewed as, or considered representative of, any formal position taken on any product, subject, or issue by the Washington State Academy. It is the responsibility of the program planner to ensure compliance from all speakers.

The Washington State Educational Conference planning committee reserves the right to review presentations prior to Annual Convention and request removal of any material that violates our guidelines.

1. If you are a sponsor or third party submitting the speaker proposal, please add your information here.  
If you are a speaker submitting your information directly, skip this question. Thanks!

Name:

Company:

Address:

Address 2:

City/Town:

State:

ZIP:

Email Address:

Phone Number:

2. Speaker #1 information.

Name:

Company:

Address:

Address 2:

City/Town:

State:

ZIP:

Academy# (if applicable):

Email Address:

Phone Number:

3. Please note memberships here:

- The Academy of Nutrition and Dietetics
- Washington Academy of Nutrition and Dietetics

Other (please specify)

4. If you are proposing a second speaker, please add the info here.

**Name:**

**Company:**

**Address:**

**Address 2:**

**City/Town:**

**State:**

**ZIP:**

**Academy # (if applicable):**

**Email Address:**

**Phone Number:**

5. Please note the 2nd speaker's memberships here:

The Academy of Nutrition and Dietetics

Washington State Academy of Nutrition and Dietetics

Other (please specify)

6. If you are proposing a third speaker, please add the info here.

**Name:**

**Company:**

**Address:**

**Address 2:**

**City/Town:**

**State:**

**ZIP:**

**Academy # (if applicable):**

**Email Address:**

**Phone Number:**

7. Please note the 3rd speaker's memberships here:

The Academy of Nutrition and Dietetics

Washington State Academy of Nutrition and Dietetics

Other (please specify)

8. Please note what type of proposal you are submitting:

- Keynote session (1 hour)
- Keynote session (1.5 hours)
- Concurrent session (1 hour)
- Concurrent session (1.5 hours)
- Pre-conference session (3-4 hours)
- Pre-conference session (other session length)

Other (please specify)

9. Please note the CPE learning level of your proposal. (An explanation can be found on the call for speaker sheet).

NOTE: We encourage Level 3 submissions.

- Level 2
- Level 3

10. Presentation title (no more than 8 words):

11. Brief summary of the proposed presentation (less than 100 words)

12. Proposed learning objectives (minimum 2, preferred 3). A reminder that learning objectives begin with action verbs (discuss, list, plan, etc).

13. Please add contact information for a reference who has heard you speak on your proposed topic or a similar topic within the last two years to an audience size of a minimum of 100. The reference should be able to provide insight in to your presentation style, content, visuals and audience evaluation - this would be the meeting planner or conference/session planner.

Name:

Company:

City/Town:

State:

Email Address:

Phone Number:

14. Please add contact information for a second reference who has heard you speak on your proposed topic or a similar topic within the last two years to a minimum of 100. The reference should be able to provide insight in to your presentation style, content, visuals and audience evaluation - this would be the meeting planner or conference/session planner..

**Name:**

**Company:**

**City/Town:**

**State:**

**Email Address:**

**Phone Number:**

15. Please let us know if you have possible or confirmed sources of funding or sponsorship for your proposed session.

- Yes - I have funding/sponsorship for my presentation.
- I may have funding/sponsorship for my presentation.
- I do not have a sponsor or funding for my presentation.

If you have funding/sponsorship, please include that information here (name of company or source of support).

16. I will request an honorarium to speak.

- Yes - firm dollar total
- Yes - fee negotiable
- No
- N/A - I have sponsorship for my presentation

Please list your requested honorarium here.

17. I am requesting expense reimbursement for travel related to this presentation.

- Yes
- No
- N/A - I have sponsorship for my presentation that includes expense reimbursement.

Please list your estimated expense total and specific coverage (hotel, airfare, etc)

18. The Washington State Academy is committed to transparency. If you work for or consult with companies that are aligned with your proposed topic (and may create a perceived conflict of interest), please list those here.