



**Call for Workshops  
2019 CAMA Conference  
October 18-22, 2019**

You are invited to submit a proposal to share your experience and expertise with your colleagues at the 2019 CAMA Conference. Others will benefit from your experience while you make a valuable contribution to the profession's field of knowledge.

This year, CAMA will offer a 25% discount off of the price of a full conference registration for any presenter whose proposal is placed on the schedule.

**Workshop proposals are due to the host committee by June 1, 2019.**

### **PROPOSAL REVIEW**

You will receive notification that your proposal has been received. Members of the host committee will review all complete proposals and make recommendations to the CAMA Board of Directors for approval. Presentations may be in any format, but preference is for single speaker presentations, co-presentations or panels.

**Notification of acceptance will be sent to presenter(s) by June 30, 2019.**

### **Selection Process**

We will seek a balanced program of educational sessions by selecting proposals that best fit within the framework of the conference for compliance and accreditation staff and managers.

### **Practical Application**

The conference committee seeks presentations that will provide our attendees with information and skills that will improve their effectiveness on the job.

### **Established Speaking Ability**

The conference committee seeks experienced presenters with proven speaking ability. Those with a track record of speaking and performing well at conferences will be given preference.

### **We expect presenters to:**

- meet all deadlines;

2019 CAMA Conference, Oct 19-22, 2019, Richmond, Virginia

- retain the session content, audio/visual needs as originally submitted;
- not add a co-presenter or change co-presenters without prior permission;
- provide high-quality handouts or give participants access to these documents online
- honor our commitment to provide education by not showcasing or promoting the presenter's services or products;
- respect the 2019 CAMA Conference as the sponsoring organization with positive comments from the platform, and
- pay for all personal/professional expenses, including hotel accommodations. Please note that CAMA will not pay or reimburse expenses.

In return, we will:

- provide a discounted registration for the conference, including admission to the exposition, educational programs and social events;
- grant presenters' valuable professional exposure, and
- provide feedback from attendees.

All information should be typed and submitted (via email to: [jcrawford@ica-farmville.com](mailto:jcrawford@ica-farmville.com)) either on this form or in this exact order. Submit your name as you wish to see it published. Please list your name, job title, organization and address below:

Name:

Job Title:

Organization:

Full Address:

Phone Number:

E-mail Address (REQUIRED):

Biographical information (100-200 words): [Please submit as a separate page.]

Will you have a co-presenter?    \_\_\_ Yes \_\_\_ No

If yes, please duplicate this portion of the form for your co-presenter and attach the completed form with your own submission.

Title of Session:

Summary of Session:

[In 75 words or less, provide a summary of the content of your presentation. If you are selected to present, the description submitted will be used in promotional communications and may be edited for space or clarity.]

Key Learning Objectives:

Where have you presented before?

Session Length (in hour increments):

Preferred Day and Time (Sat, Sun, or Mon / A.M. or P.M.):

Equipment Needs (i.e. projector, screen, laptop etc.):

Target Audience:

Session Type (panel, presentation, video, Q&A, etc.):

By signing this proposal, I UNDERSTAND THAT I WILL NOT RECEIVE AN HONORARIUM and I will not have expenses reimbursed by CAMA. If selected, I agree to adhere to the deadline schedule furnished by the CAMA conference organizers. I understand that my conference presentation is not a showcase for promotion of my business, practice or product, and I will not sell my products or services from the speaker platform. I also understand that I will be notified about the status of my proposal by no later than June 30, 2019.

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Signature

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Date