



Call for Presentations

74th Annual IHCA Convention & Expo

September 9-12, 2024

Peoria Civic Center | Peoria, IL

The Illinois Health Care Association is now accepting speaking proposals for the 74th Annual Convention & Expo, September 9-12, 2024 in Peoria, Illinois.

Proposals can be submitted electronically at <https://form.jotform.com/IHCA/2024-call-for-pres>.
The deadline for submissions is February 1, 2024.

Please review the information below to find out more about this year's event. If you have any questions, please feel free to reach out to Ashley Caldwell, Director of Education & Program Development at acaldwell@ihca.com or call her at 217.528.6455.

Event/Session Information

- We are looking for a variety of sessions on topics pertinent to the long term care profession.
- IHCA provides continuing education credits for the following disciplines at our annual convention:
 - Licensed Nursing Home Administrators
 - Licensed Nurses
 - Physical Therapists and Physical Therapist Assistants
 - Licensed Social Workers
 - Qualified Intellectual Disabilities Professionals
 - Certified Dietary Managers (through the CBDM)
 - Registered Dietitians (through the ANFP)
- IHCA instituted a new session schedule last year. Sessions will be **60 minutes** long and there will be 15 minutes between breakout periods.
- All session rooms will be set theater style and will be equipped with a digital projector, screen, laptop, wireless lavalier microphone, podium and head table.
- There will be five (5) concurrent breakout sessions for each period.

- **Attendees are not required to pre-register for individual sessions they want to attend. IHCA will not be able to give you a head count or attendee list for your session(s).**
- Presentations will be preloaded onto laptops in the session rooms each day. Speakers are not required to bring their own laptops or flash drives with their presentation, but should plan to send their presentations to IHCA by the date listed in the speaker materials sent out after sessions have been chosen.
- IHCA does not provide printed handouts. We do, however, upload PDFs of the presentations and any other handouts speakers provide to the IHCA website and mobile app for attendees to access prior to and during the event. Speakers should plan to supply the presentation(s) (as mentioned above) and any other materials for attendees to IHCA by the due date listed in the speaker materials sent out after sessions have been chosen.

Speaker/Presentation Guidelines

- Each session should be **60 minutes** long. The event schedule is rigid. We will do everything we can to ensure that sessions begin on time. We ask that all speakers make sure to end their sessions on time.
- There will be **15 minutes between sessions**, so please be sure to arrive in the appropriate session room at least 10 minutes prior to your start time.
- Presentations should be educational/informational in nature and should not be an advertisement/commercial for you, your services or your company.
- **IHCA will be recording all breakout sessions** to include in our Post-Convention Web Event, so that long term care professionals who are unable to attend in the in-person event will have the opportunity to participate in the virtual event. All presenters are expected to use a microphone during their session so that the sound can be picked up for these recordings.

Speaker Compensation

IHCA is willing to provide compensation — an honorarium, hotel accommodations, reimbursement for transportation and other travel expenses, etc. **These compensation requirements will be taken into consideration when selecting speakers/sessions and will be binding in your speaker agreement if your session(s) is selected.**

Speakers/companies who provide their services at no cost to IHCA will be listed as a Session Sponsor in IHCA Convention materials and on signage at the event. We are in the process of reviewing/updating our compensation policy due to budgeting concerns so please be aware that there may be changes in the near future.

When submitting your session proposal(s), please review your compensation options and make your selections carefully. If you are submitting a proposal on behalf of a presenter

or co-presenter, please be sure that all parties involved are aware of and have agreed to the information on the proposal. If there are different compensation requirements for different speakers who are presenting together, please contact Ashley Caldwell and/or note these requirements in the Speaker Compensation Notes field on the session proposal form.

Speaker compensation will be included in the Speaker Agreements that will be sent out to ALL PRESENTERS once the sessions have been chosen and scheduled. In order to receive compensation, presenters will be required to submit an invoice or a completed Statement for Professional Services form for all expenses, including honorariums (this form will be sent to all presenters and it will also be made available on the Speaker Information page on the IHCA website).

Session Selection Process/Important Dates to Remember

- The 2024 Call for Presentations opens **January 1, 2024**.
- Session Proposals must be received by **February 1, 2024** to be considered.
- Proposals will be reviewed by the IHCA Education, Convention & Trade Show Committee and final selections will be made by **March 15, 2024**.
- Notifications will be sent to everyone who submitted a proposal no later than **March 29, 2024**.
- Session scheduling will be finalized by **April 19, 2024**.
- Speaker agreements and other speaker materials will be sent out no later than **April 29, 2024**.
- Signed speaker agreements and support materials are due back to IHCA no later than **May 31, 2024**.
- Session presentations and handouts should be submitted to IHCA no later than **August 26, 2024**.

Questions? Contact Ashley Caldwell – acaldwell@ihca.com or 217.528.6455.