



Thank you for your interest in speaking at an IAPA Conference in October. Participants include activity professionals, CNAs, social workers and administrators from all over Illinois, who work in a variety of health-care residences.

We ask for your cooperation on the following:

- Please incorporate our theme when titling your presentation. If you are selected, we will send you more information about the theme, dates and times for your presentation.
- Complete and return this Speaker Package by April 1.
- Please email all forms to cedwards@marybryanthome.org
- **Speaker will be responsible for providing handouts at time of presentation.** If you would like for us to publish your handout/presentation on our web site, please bring a thumb drive with you to the Conference.

You will be contacted several weeks prior to your presentation(s) with the approximate number of participants for your session(s), and to answer any questions you may have.

Please feel free to contact me with any questions or concerns regarding your presentation.

Sincerely,

DEB GREINER
Conference and Education Chairperson
(773) 744-8138
dgreiner1957@gmail.com

Speaker Biographical Information

We would prefer a resume`. In lieu of that, please complete the information below.

Name: _____

Occupation: _____

Education: _____

Professional Certification: _____

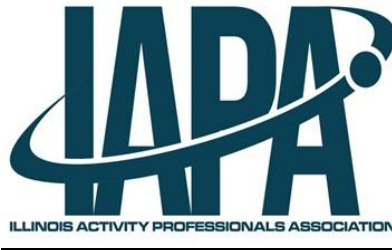
Career History: _____

Creative Work: _____

Awards: _____

Memberships: _____

Additional information you would like to include: _____



Illinois Activity Professionals Association Presentation Agreement

Speaker: _____

Company/Organization: _____

Address: _____

Phone: _____ **Email:** _____

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Speaker agrees to provide the following by the due dates indicated:

- 1. Presentation of the session as outlined on enclosed forms
- 2. Speaker Presentation Information Form (enclosed)
- 3. Current resume, vitae and/or completed biographical form (enclosed)
- 4. Handouts are the responsibility of the presenter.
- 5. Supplies for experiential projects (if any).

IAPA agrees to provide the following:

For the outlined services above, IAPA agrees to the following (check **ONLY ONE**):

- Free Conference
- A free vendor table for all three days of conference.
- One (1) night's accommodation at Conference Hotel (Reservation to be made by speaker).
- Donation of presentation to IAPA by foregoing reimbursement.
- \$150 honorarium within four (4) weeks following the presentation date.
- A full-page ad of your business in our Conference Brochure.

(Speaker's Signature)

(Date)

(Education Committee Chairperson's Signature)

(Date)



Illinois Activity Professionals Association

Speaker Presentation Information Form

Please complete a separate Presentation Information Form for each session you will be presenting.

Speaker: _____ **Length of Presentation:** 1.5 Hours

Presentation Title: _____
(Please attempt to incorporate this year's theme into the title of your presentation.)

Body of Knowledge Appropriate For (Check all that apply): _Independent _Assisted Living
_Supportive Living _Long-Term Care _Skilled _Memory Care _Mental Illness
_Developmentally Disabled _Blind _Deaf _Children _Adults _Seniors

Other: _____

Room Set-Up: (All rooms will be set up classroom style with tables, unless other arrangement is requested.)
Please note: Any special set-up requests must be accompanied by detailed explanation and diagram.

No changes are needed Please see attached explanation & diagram for my set-up request.

Equipment Needs: If required for your presentation, you must request a room with A/V and screen, and bring your presentation(s) on a flash drive to be given to our A/V specialist, Lisa Olson, when you arrive.

Special Requests:

Podium Display table(s) # Other: _____

Session Learning Objective: Please submit at least one comprehensive objective for your session by completing the following statement:

“Upon completion of this session, the participant will have gained the knowledge to: _____

Conference Brochure: Please submit a thorough **description of your session** that will be used in the Conference Registration Brochure.

Conference Introduction: Use the following space to write a **brief introduction to be used by the moderator** to introduce you to your audience. Please include a phonetic pronunciation of your name, i.e., Greiner (gri-ner):

Other comments or requests:
