**PRESENTER INFORMATION**

First Name Last Name

Company Name

Work Address Work Suite

Work City, State & Zip

Work Phone

Work Email

Mobile Phone

**PRESENTER 2 INFORMATION (if applicable)**

First Name Last Name

Company Name

Work Address Work Suite

Work City, State & Zip

Work Phone

Work Email

Mobile Phone

**SUBJECT MATTER – Limit of three [3] from these areas: Label as “1”, “2” and “3”**

*The 2023 Healthcare Leaders Summit will offer attendees* ***breakout sessions*** *in two tracks from which to choose. They may move among the tracks according to their interests. The tracks are intended to provide attendees with guidance about the content found in the sessions. Please select the most appropriate track for your proposed session. The topics below are culled from recent surveys and are of particular interest to the selection committee but are not exhaustive.*

**TRACK 1: Privately-owned Practices**

 Customer Service Experience
 Value-based health
 Employment Law
 Diversity, Equity, Inclusion, Accessibility

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Track 2: Hospital-based Practices**

 Operations Management
 Recruitment & Retention
 Risk & Compliance Management
 Life/Work Balance

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ABSTRACT**

Provide a ***brief*** [150 words or less] abstract on the subject matter(s) selected. The abstract should include a description, outcome and value to the attendee. If more than one abstract, label as “1”, “2” and “3” to correspond to the subject(s).

**BIOGRAPHICAL SKETCH**

Provide a brief (150 words or less) biography (for all presenters) which should include how you are an expert in the selected topic area(s).

**PRESENTATION LENGTH**

All breakout sessions for the Healthcare Leaders Summit will be 60 minutes in length inclusive of questions.

**FEES & REIMBURSEMENT**

In most cases, speakers are not compensated for their breakout presentations to the Healthcare Leaders Summit. Please note here if speakers require any honorarium for their presentation.

Requested fee for the presentation Dollars

Speakers who wish to attend the Healthcare Leaders Summit beyond the delivery of their session are offered the lowest available registration rate (Early Bird Member rate) to do so.

No travel or accommodation reimbursement is offered.

**NOTIFICATION**

1. Presentations must be educational in nature and not sales oriented.
2. The Committee welcomes panel presentations which can include practice leaders and industry suppliers.
3. Speakers will be notified of their selection for the National Conference by February 24, 2023. Those not selected for the Healthcare Leaders Summit may be asked to offer their presentation in a webinar at a later date.
4. Any misleading or incorrect information may lead to a disqualification of the Request.
5. The final selection decision rests with the Board of Directors or their designated Committee/Executive Director.
6. If approved, the Presenter will be submitted with a Speaker Agreement which will contain all of the Terms & Conditions for the speaking engagement.