



## **Call For Speakers**

### **2014 Fall Conference**

**October 21 – 22, 2014**  
**Embassy Suites, Dublin, Ohio**

Planning at OPRA is already underway for the 2014 Fall Conference, October 21 - 22, at the Embassy Suites Hotel in Dublin, Ohio. As you may already know, the OPRA Conferences are *THE* place to network, engage around the latest issues facing providers, find resources to benefit your organization - **and learn from first-rate speakers**. If there's a **topic** you're keen to learn more about, or a **speaker** you've been told is a "must-hear," **please contact Director of Training & Professional Development Teri Derry, 614-224-6772.**

**If you yourself are interested in speaking, please review the guidelines below.**

- All proposals must be complete.
- You may submit a maximum of three (3) proposals.
- **The deadline for submissions is Thursday, July 3, 2014.**

#### **OPRA Quick Quotes**

- OPRA audiences are typically composed of both profit and non-profit agency presidents/CEOs, COOs, program directors, human resources managers, and direct support professionals.
- Learning levels are diverse and range from entry-level to mid-level/practical to high-level/theoretical, and excellent proposals will demonstrate an awareness of adult learning principles.
- Audience size for individual sessions typically ranges from 25 to 75.
- Conference speaking engagements are pro bono. However, they are opportunities to increase your visibility to OPRA's membership and its larger audience.
- **OPRA is green!** In order to reduce materials and potential waste, we will not be making printed copies of session materials. If, however, you ultimately have materials that session attendees will need in-hand (such as forms), we are happy to accommodate. All session materials will be available on the OPRA website post-Conference.
- Presentations cannot be sales pitches. If you are a supplier of products and/or services, please coordinate your session with a current client.

**Submissions are due ASAP, but NO LATER THAN **July 3, 2014!****

Please email, fax, or mail the following information to the attention of the Director of Training & Professional Development, Teri Derry, at the OPRA offices. Thank you!

tderry@opra.org  
614-224-3340 fax  
614-224-6772 x116 phone

**1. SPEAKER INFORMATION**

If your proposal includes more than one speaker, please include all speakers. On this page, please provide information for the **primary contact** for all session-related communication.

**For additional speakers/panelists, please see the last page, and copy as many times as needed.**

☐ **Primary Speaker and Main Contact**

Name

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Title

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Education (*degree, course of study, institution*)

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Organization

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Mailing Address

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City, ST, ZIP Code

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Email (*primary communication method*)

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Phone

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**2. Please provide a brief professional bio of 200 words or less.**

3. **Presentation title** (*10 words or less, and this may be abbreviated for the Conference schedule*):
4. **Please describe your presentation** (*150 words or less*). It should be clear, concise, and specific. Be sure to list **objectives** for your presentation, i.e., “Participants will identify....;” “Participants will develop...;” etc. Your description will be **used in acquiring approval for Continuing Education Credits** for Session attendees. It will also be **used in the Conference brochure**, and will help determine your audience.
5. **Please estimate your presentation length.** Please note that if you’re offering a 2-hour or 2-hour+ presentation, it will need to be a continued session.
- ☐ 1 hour
  - ☐ 2 hours
  - ☐ 2 hours + (must be negotiated)
6. **Please identify the target group or groups that you believe your presentation(s) would best fit into.**
- ☐ CEO/COO
  - ☐ Program Directors
  - ☐ Finance
  - ☐ Human Resources
  - ☐ DSP
  - ☐ Nursing
  - ☐ IT
  - ☐ Other. Please describe audience:

☐ As primary speaker/main contact for this session, I grant OPRA permission to publish submitted session materials to the OPRA website prior to the event, so that attendees may familiarize themselves with and/or print materials.

**You may copy this pages as many times as necessary, to accommodate additional speakers/panelists**

Additional Speaker Name

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☐ Same mailing address

Title

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Education (*degree, course of study, institution*)

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Organization

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Mailing Address – if different than Primary Speaker

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City, ST, ZIP Code

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Email (*primary communication method*)

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Phone

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**Please provide a brief professional bio of 200 words or less for this additional speaker.**