Submissions are due ASAP, but NO LATER THAN MAY 4, 2012!

Please mail, fax, or email this form/information to my attention at the OPRA offices. If you have any questions, please call me at 614-224-6772, x116. Thank you so much!

Teri Derry

Director of Training & Professional Development

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, please see page 3, and copy as many times as needed.

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| **❑ Primary speaker and main contact** | | |
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| Name | | |
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| Email - email is our primary method of communication, unless you indicate another preference. | | |
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| Phone |  | Fax |
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1. **Please provide a brief professional bio of 200 words or less.**
2. **Presentation times may need to be negotiated, but please estimate your presentation length:**

* 1 hour
* 2 hours – please note that if you’re offering a 2-hour+ presentation, it will need to be a continued Session.

1. **Please identify the target group or groups that you believe your presentation(s) would best fit into.**

* CEO/COO
* Direct Support
* Human Resources
* Nursing
* Program Directors
* Special Features
* Other

Please describe:

1. **Please provide the title/topic of your presentation:**
2. **Please describe your presentation.** 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.

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| **Additional Speaker Name** | | |
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| ❑ Same mailing address | | |
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| Company/Agency – if different than Primary Speaker | | |
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| Mailing Address, City, ST, ZIP – if different than Primary Speaker | | |
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**Please provide a brief professional bio of 200 words or less for this additional speaker.**