



**ILLINOIS NURSING HOME  
ADMINISTRATORS ASSOCIATION**

**RFP for Speakers – 2018 Application Form**

- INHAA members are administrators and nurses working in Geriatric Long Term Care, DD Facilities, Assisted Living/Supportive Living/Independent Living Residences, and CCRCs. Please consider submitting several topics.
- Proposals may be submitted by: E-mail to [sgardiner@inhaa.org](mailto:sgardiner@inhaa.org); Fax: 708-248-8078; Phone: 708-800-6161; or Mail: P.O. Box 483, North Aurora, IL 60542

**I - Session Title:** \_\_\_\_\_

**II - Provide approximately a 75- word narrative that describes your session.** Session length will be  90 minutes  120 minutes.

**III - List three learning objectives by completing the statement, "At the conclusion of this session, the participant should be able to:"**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**IV – Speaker Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization/Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Educational Degree(s): \_\_\_\_\_ Major(s): \_\_\_\_\_ Year: \_\_\_\_\_

Institution: \_\_\_\_\_

**50-word Bio or attach a resume:**

INHAA is a nonprofit educational organization and is limited in its ability to give compensation for honorariums, except for transportation costs.

- My organization will sponsor the session therefore, INHAA will not incur any costs for me to speak.
- I will require that INHAA pay mileage or transportation costs.

**Speaker's Requirements**

1. Audio-visual: INHAA will arrange for a large presentation screen, LCD projector, podium and a regular microphone. Speakers are expected to bring their own computer for PowerPoints

Other audio-visual needs: \_\_\_\_\_ Lavalier Microphone \_\_\_\_\_ Internet or Wi-Fi connection

\_\_\_\_\_ audio hook-up for video \_\_\_\_\_ (Other)\_\_\_\_\_

2. Handouts: INHAA board members will assist in distributing handouts to attendees

\_\_\_\_\_ Speaker will handle reproducing and bringing handouts

\_\_\_\_\_ Reproducing handouts to be done by INHAA (need 30 days prior to presentation to copy)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date