



Checklist for the 2016 ASHHRA Call for Presentations

Please use the following checklist in order to prepare your submission. Our committee will assess proposals, in part, by considering whether it represents a hot topic, best practice or new perspective. You must submit your presentation using the online form for consideration. The following questions will be asked:

General Information

- ✓ Primary presenter's demographic information
- ✓ Are you currently an ASHHRA member?
- ✓ Have you presented at the ASHHRA Conference in the last three years?
- ✓ Have you presented this topic or a similar topic prior to this venue?
- ✓ Please indicate if you and/or your organization has received awards or accolades (Malcolm Baldrige National Quality Award, Magnet Recognition, etc.).
- ✓ Please check off if this presentation has received any of the following recertification credits: CHHR, HRCI, SHRM, ACHE, FACHE, NAB, other.
- ✓ If you selected any of the options above, please provide details (where and when).
- ✓ Are you submitting this session for a pre-conference workshop (either two or four hour sessions)?
- ✓ Is this a panel session?
- ✓ What level of audience will your presentation address? For more information, visit http://www.ashhra.org/targeted/career_levels.shtml.
- ✓ Which HR Leader Model Competency does your presentation represent? For more information, visit http://www.ashhra.org/about/hr_leader.shtml.
- ✓ Is your submission applicable to address the non-hospital attendees?

Proposal Content

- ✓ Learning session title
- ✓ Learning session summary (100 words or less)
- ✓ Please include a 140-character description of your session for social media marketing prior to conference.
- ✓ Detailed session content (500 words or less)
- ✓ Three learning objectives ("Following my presentation, attendees will be able to...")

Primary/Co-speaker Information

- ✓ Are you submitting on behalf of the primary presenter? Please indicate that so ASHHRA knows who will be the primary presenter.
- ✓ Please add any co-speakers that are involved in this proposal (up to four).

Bio

- ✓ Please enter a bio for the primary presenter and any co-speakers (co-speaker bio is not required). Bio is limited to 1,000 words.

Please submit your presentation no later than Wednesday, December 30, 2015, by 11:59 p.m. PT at

<http://abstracts123.com/ashhra1>