



## Checklist for the 2015 ASHRA Call for Presentations

Please use the following checklist in order to prepare your submission. You must submit your presentation using the online form for consideration. The following questions will be asked:

### Presenter Information

- Primary presenter demographic information (no abbreviations please)
- Are you currently an ASHRA member?
- Have you presented at the ASHRA Conference in the last three years?
- Have you presented this topic or similar topic prior to this venue?
- Have you ever presented on this topic and approved for HRCI or FACHE credit?
- Brief summary of your presentation experience and/or co-presenter's experience (100 words or less)
- Please indicate if you or your organization has received any awards or accolades?

### Type of submission

- What level of audience will your presentation address (select one): New-to-the-Profession, Mid-Level Professional or Leader Track (for more information, visit [http://www.ashra.org/targeted/career\\_levels.shtml](http://www.ashra.org/targeted/career_levels.shtml))
- Which HR Leader Model Competency does your presentation represent (select one): HR Delivery, Healthcare Business Knowledge, People Strategies, Community Citizenship, or Personal Leadership (for more information, visit [http://www.ashra.org/about/hr\\_leader.shtml](http://www.ashra.org/about/hr_leader.shtml))
- Would your submission be applicable to address the non-hospital attendees?

### Learning Session Information

- Learning Session title (10 words or less)
- Co-presenter (if applicable; include name, title and organization)
- Session Summary (25 word or less; brief summarization of what your session will cover)
- Session Overview (100 words or less; more detailed information regarding your session)
- Three (3) Learning Objectives (i.e. following my presentation, participants will be able to...)

### Audio Visual Requirements

Each room is set with a podium, laptop, LCD projector, screen, table, and one wired lavalier microphone. Will you need the following A/V in your presentation room if selected:

- Flip Charts and markers
- Additional Wired lavalier microphone (if yes, how many)

**Now it's time for you to submit your presentation at <http://abstracts123.com/ashra1>**

\*Please note that ASHRA does not provide honorarium for speakers that are selected. Each session will receive one (1) complimentary conference registration.