



2022 CHHSM 84th Annual Gathering - Workshop RFP

The Brown Hotel

Louisville, KY

March 8 - 10, 2022

Theme: Forward Together

Overview

The 2022 CHHSM 84th Annual Gathering will be held March 8-10, 2022, at the Brown Hotel in Louisville. The theme of the conference will be “Forward Together.” We are inviting proposals for workshops that will help attendees explore the theme and build professional skills. To submit a workshop proposal, please complete this form and email it to chhsmpublic@chhsm.org. **The deadline for submissions is November 5, 2021.** Submitters will be notified of their session status by November 30, 2021.

Presenter Terms and Conditions

If selected to participate in the program, speakers agree to:

- Register and attend the conference. CHHSM does not pay honorarium, travel, per diem or other costs for workshop speakers. All attendees are required to be vaccinated for Covid-19 or have an approved medical or religious exemption.
- Have information in your submission used in creating promotional materials and the conference app.
- Plan a workshop that is 75 minutes in length, which should be interactive, employ a variety of modalities of learning, and allow time for Q&A. Deliverables of the workshop should be clear and should include a call to action if possible.
- Submit session material by February 21, 2022, using a PowerPoint template provided by CHHSM and granting your permission to share with attendees prior to or after the meeting.
- Have the presentation videorecorded and shared with participants after the Annual Gathering.
- In the event that the Annual Gathering needs to be held virtually due to the Covid-19 pandemic or another emergency, conference organizers would give workshop leaders as much notice as possible so that presentations could be prerecorded and submitted in advance.
- If the session is not chosen for the Annual Gathering, we may contact you to see if you are interested in providing content for other events or formats.

Workshop Proposal

Name of Primary Contact for this proposal:

Title of Primary Contact:

Organization Name:

Email:

Office Telephone Number:

Mobile Telephone Number:

Title of Proposed Workshop:

Workshop Description (50-100 words):

Area of Focus:

Other:

Learning Modalities/Learning Objectives/Deliverables

Please indicate any session needs: Screen, projector, flip charts, markers, requested room set up.

Presenter Name (s):

Please attach photo of presenter(s)

Brief Bio for Presenter(s) (2-3 sentences)