The Alzheimer’s Association Greater Indiana Chapter seeks stimulating presentations that will provide current and practical information to the 400 family care partners and professionals anticipated to attend the Alzheimer’s Association’s Education Conference on Friday, April 25, 2014 at the Indianapolis Marriott North.

Workshop Proposal Submission Deadline is November 1, 2013

The education conference provides family care partners and healthcare professionals from across the state with opportunities to hear from industry leaders, attend educational workshops, learn about local resources, visit with vendors, and network with hundreds of others with a shared experience. Registrants gather for an opening session with keynote speaker, lunch and a closing keynote speaker. Between these sessions, they attend workshops of their choosing.

Workshops are intended to educate and support learning. Presenters may not sell, promote or pitch any specific product or service. Each workshop is 30 to 60 minutes in length, including time for questions and answers.

Rules for Workshop Proposal Submissions

- To ensure inclusion in the review process, all proposals must be submitted by November 1, 2013.
- A separate completed proposal cover form (this document) should accompany each proposal.
- Incomplete and/or handwritten proposals will not be reviewed.

A limited number of workshop slots are available. The Alzheimer’s Association Greater Indiana Chapter’s Mission & Outreach Committee will review all submissions. Notification of decisions will occur by February 1, 2014. Proposals should be submitted via e-mail to Kristi Ritchie at kritchie@alz.org

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**Topic:** Check one box below that best fits your presentation topic. These are only suggestions and should not limit your thinking. If you mark “Other” provide your own topic descriptor.

- Behaviors
- Caring for the Caregiver
- Communication
- Complementary Therapies
- Early Stage
- Legal/Financial
- Mid-Stage
- Nutrition
- Medication
- Planning/End of Life
- Research
- Safety
- Sexuality/Intimacy
- Social Engagement
- Spirituality
- Other: ___________________________

**Title:** Provide a 8-10 word title that clearly reflects the content of the workshop. Titles will be used in the brochure and program booklet and may be edited.

**Description:** Provide a 75-100 word description of what the workshop will cover. This description will be used in the brochure and program workshop and may be edited.

**Intended Audience:** Check one of the following

- New to Caregiving
- Family Caregiver
- Professional Caregiver
**Professional Background for Presenters:** For yourself and each person named as an additional presenter, provide (on a separate sheet for each presenter) a brief biographic outline of 100 words or less to be used in conference materials and a resume/vitae. These items should reflect knowledge and experience related to the proposed workshop topic and the aging services field, areas of specialty, publications, etc. If available, please provide video of the presenter via a web link or YouTube.

**Name of Lead Presenter/Proposal Submitter:**

**Job Title:**

**Organization:**

**Street Address:**

**City, State, Zip:**

**Phone #:**

**Email:**

- Biographv Attached
- Resume Attached

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**References:** Provide the names and contact information for at least two persons who can attest to your skill as a presenter.

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**Prospective Speaker Terms and Conditions**

**Audiovisual Equipment:** Standard workshop room setup will include a screen, laptop, lcd projector, podium and speaker table. Presenters are responsible for providing any other equipment required for their presentation.

**Reimbursement Policy:** Alzheimer's Association Greater Indiana Chapter cannot pay honoraria, travel, per diem or other costs for workshop presenters. In addition, presenters are responsible for all expenses incurred in the development and implementation of their workshops. In appreciation for their contribution, the Association waives registration fees for presenters and provides access to all conference amenities, including lunch.

**Additional Terms and Conditions:** All speakers agree

- To keep the conference date of April 25, 2014 available until notified of the status of the proposal, and commit to participation on April 25 should this proposal be accepted.
- To prepare appropriate handouts and make them available to staff by March 15, 2014.
- To provide goals and objectives for your presentation upon selection.
- To allow handouts and presentation slides to be posted on the Alzheimer's Association Greater Indiana Chapter website.
- To allow the Alzheimer's Association Greater Indiana Chapter to list presenter contact information (including email address) in print and electronic publications related to the conference.
- Not to sell, promote or pitch any product or service during the proposed workshop, and not to allow the same by any additional presenter or panel member.

I, the undersigned above named proposal submitter, agree to comply with all prospective speaker terms and conditions outlined above, including the speaker reimbursement policy. **For the purposes of electronic submission, I understand that the entry of my name and email address in the space below and submission from that email address constitute my signature.**

__________________________  __________________________
Signature                  Date