

CALL FOR PRESENTERS

OAA Annual Conference
QUEBEC CITY, QC
May 22 - 24, 2019

Guidelines & Terms of Presenting a Continuing Education Session

1.0 Before Starting Your Proposal Form

The following will be requested on the proposal form. Please have this information ready prior to beginning:

- Session title (up to 60 characters, including spaces);
- Session abstract (up to 200 words);
- Four learning outcomes; and
- Names, contact information and 100-word biographies for each presenter.

2.0 Point of Contact

An individual submitting a proposal is considered a Point of Contact. While correspondence will be sent to all the session's presenters in order to expedite the dissemination of information, only the Point of Contact can make changes to a session or provide supporting documents such as biographies or slides. The Point of Contact is usually the Lead Presenter. When this is not the case, the Lead Presenter must be identified and any co-presenters must be listed.

3.0 Session Length

Presentations are 90 minutes, three hours or six hours in length. The six-hour presentations are considered interactive workshops, with the number of seats limited to 50 people. All sessions should leave at least 10 minutes at the end for questions and answers.

4.0 Notification of Acceptance

All presenters will be contacted as to whether your proposal is accepted and will be included in the 2019 OAA Annual Conference by ***December 21, 2018.***

5.0 Travel and Accommodation

Presenters are responsible for making their own travel and accommodation arrangements. Related expenses will be reimbursed after the Conference.

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Travel expenses are subject to the following policy:

- The Treasury Board of Canada Secretariat kilometre rate;
- Reimbursement for economy-class air, train or bus fare if less expensive than driving;
- Car rental at cost equal to or less than cost of the alternative transportation listed above; and
- Taxi is reimbursed at cost.

Presenters will be reimbursed for a one-night stay at the [Fairmont Le Château Frontenac](#).

6.0 Registering for OAA Conference 2019

Presenters will be provided with free admission to the exhibit hall. **Presenters agree to register and pay the registration fee** for any continuing education sessions, tours and social events they are planning to attend other than their own presentation. An exception is made for presenters who are OAA members. An unlimited number of continuing education sessions and one social event is offered **gratis** to all OAA members who present at the OAA Conference.

7.0 Selling During Sessions

There is to be **no** “selling” during continuing education sessions. In cases where the Continuing Education Committee receives complaints about selling in a session, you run the risk of your proposal not being accepted in future years. If you wish to promote your services, materials or products during the OAA Conference, please contact Alicia Kalozdi-MacMillan, the event’s sponsorship coordinator, at 416-845-1544 or by e-mail at akalozdi@mccevents.ca.

8.0 Video Production

Recording of your own presentation in either audio or video formats is prohibited. No exceptions will be made.

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IMPORTANT DEADLINES

October 1, 2018	Deadline to submit your proposal
October, 2018	Proposals are reviewed by the Continuing Education Committee
November, 2018	Selected proposals are reviewed and approved by OAA Council
December, 2018	Notifications of Acceptance are provided to approved presenters
March 19, 2019	Conference online registration is open
May 22–24, 2019	OAA Annual Conference 2019

Questions? E-mail OAAContinuingEducation@oaa.on.ca