

CALL FOR PRESENTERS

OAA Annual Conference:
Continuing Education
TORONTO, May 23 - 25, 2018

GUIDELINES & TERMS OF PRESENTING A CONTINUING EDUCATION SESSION

1.0 Before Starting Your Proposal Form

The following will be among the information requested on the Proposal Form. Please have these ready prior to starting the form:

- Session title (up to 60 characters including spaces);
- Session abstract (up to 200 word);
- Four (4) 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. All correspondence will be sent to the Point of Contact as well as all presenter(s) in order to expedite the dissemination of information, however, only the Point of Contact can make any changes to their session or provide supporting documents such as biographies or slides. The Point of Contact is usually the Lead Presenter. When it 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, 3 hours or 6 hours in length. The 6 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 OAA Conference 2018 by **November 30, 2017**.

5.0 Travel and Accommodation

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

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 it is less expensive than driving;
- Car rental at cost where the cost is equal to or less than cost of the alternative transportation listed above; and
- Taxi is reimbursed at cost.

Out-of-GTA presenters we will be reimbursed for one night stay at the [Delta Toronto Hotel](#).



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6.0 Registering for OAA Conference 2018

Presenters will be provided with a free exhibit hall admission. **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. Exception is given to presenters who are OAA members. 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 we receive 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, Sponsorship Coordinator at 416-845-1544 or email 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.

IMPORTANT DEADLINES

September 29, 2017	Deadline to submit your proposal
October, 2017	Proposals are reviewed by the Continuing Education Committee
November, 2017	Selected proposals are reviewed and approved by OAA Council
December, 2017	Notifications of Acceptance are provided to approved presenters
March 20, 2018	Conference online registration is open
May 22 – 25, 2018	OAA Annual Conference 2018