



**Are you interested in presenting at an exciting and highly attended IHCA/INCAL event?  
Submit your proposal today!**

**Submission Guidelines:**

1. Proposals must be relevant to the conference theme. All topics are considered for the Annual Convention
2. Breakout sessions for conferences are either 45-minute sessions or 60-minute sessions.
3. Presenters must be prepared to speak the entire time they are allotted.
4. Sessions are to be educational in nature and presenters may not use a session as an opportunity to spotlight a company, product or service. Due to CEU guidelines, sales pitches are not allowed.
5. Submitting a proposal does not guarantee that your presentation will be selected. IHCA/INCAL reserves the right to make final presentation selections and edit abstracts.
6. Speakers will be chosen based upon quality, timeliness of content, value of content, and relevance to the needs of IHCA/INCAL members and the event's theme.
7. Presenters who are current IHCA/INCAL members are given priority.

*Please note: Due to the number of submissions we receive, we will only contact the presenters whose submissions were chosen. If your submission was not chosen, we will keep it on file for one year.*

Questions? Email <mailto:kniehoff@ihca.org>