

2010 Call For Speakers 69th Annual Convention and Exhibition
June 17-19, 2010
Tempe Mission Palms Hotel & Conference Center
Tempe, AZ

SPEAKER INFORMATION AND APPLICATION

PRESENTATION TITLE: _____

SPEAKER INFORMATION: (Please complete as you would like this to appear in print). Co-presenters must provide the following information as well. You may copy this form as necessary for this purpose.

Presenter: _____ Credentials: _____

Position/Title: _____

Organization: _____

Address: _____ City: _____ State: _____ Zip _____

Phone: _____ Fax: _____ E-mail: _____

Office Contact Person: _____ Phone: _____

Email: _____

Please submit the following items along with this completed form via e-mail to azhimaconvention@scld.biz

- 1) Completed application form.
- 2) Brief description of the presentation (50 – 75 words). Please include session objectives and why attendees will be interested in this topic. If the presentation is selected, this information will be included in registration materials and the meeting program.
- 3) At least 4 – 6 bullet points regarding the presentation and the objectives of the program.
- 4) Brief outline of the presentation. This should be limited to a one-page description/summary to illustrate how you will meet the stated program objectives.
- 5) Curriculum vitae for each presenter.
- 6) Expenses your will incur to make your presentation.
- 7) Honorarium expected if any.

AZHIMA will evaluate all submitted presentation applications and notify those accepted in early February 2009. AzHIMA is accepting applications for general session programs (1 hour in length) and Educational Tracks (1 hour in length). Upon acceptance, speakers will be notified of timeline requirements and format restrictions for handout materials and will be required to complete the AZHIMA Speaker Contract.

Speakers may provide their own laptop computers; however, all presentations will be on computers provided by AzHIMA. AzHIMA will provide LCD projectors for this event as well as microphones.

Information regarding any related fees and expense reimbursement should be provided with the application. Final agreement will be provided in the contract pursuant to acceptance of presentation proposals.

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Topic:

Description:

Session Objectives: After attending this session participants will be able to:

Session Outline: