

Speaker Expectations

Thank you for your interest in presenting at the 2018 AAOE Annual Conference!

We want you to be aware of our expectations for conference speakers. Please take a minute to familiarize yourself with the following statements and confirm your understanding below.

Should your presentation be chosen, you will be required to sign a speaker agreement with statements including, but not limited to:

1. I agree to conform to all program deadlines, guidelines, and timelines provided by the American Alliance of Orthopaedic Executives (AAOE).
2. I agree and understand that I am strictly prohibited from "Selling on the Platform." My presentation(s) must be educational in nature and the AAOE Annual Conference is not a venue for selling products, my services, etc. This includes but is not limited to the distribution and sale of promotional materials and promoting commercial ventures which may personally or financially benefit me, as the speaker, or my company. I also understand that violating this clause will result in becoming ineligible to present at any future AAOE Conferences.
3. I agree to notify AAOE immediately by phone at (800) 247-9699 and by email at info@aaoe.net in the event that I am unable to meet the time and/or date for my speaking commitment.
4. I understand that the content of my presentation must be my own words and accompanied by my own images. To the best of my knowledge, my materials, recordings or otherwise, do not violate any lawful or proprietary regulations or other lawful acts including copyright, trademark, and privacy rights.
5. I consent to the use of my name, personal photo, bio and/or credential information to be used by AAOE in conjunction with the Annual Conference, Live Learning Center and Conference Mobile Application.
6. I understand and provide consent that AAOE may record my presentation and make it available for purchase in their Live Learning Center. I authorize AAOE to live stream, record, reproduce, and publish my presentation(s) in whole or in part, including handouts and/or electronic presentation materials, with proper credit. I grant this permission with the understanding that the aforementioned actions are royalty free and copyright is retained by the original creator of any such materials.
7. I may request one (1) complimentary copy of my presentation recording with the accord that I will not sell, distribute, or stream the presentation to the web for personal use or otherwise without the written consent of AAOE.
8. I understand that I must provide a 10 question exam, with the requirements given to me by AAOE. I also understand that this exam will be used for participants to earn Continuing Education credit.
9. I agree to provide a PowerPoint presentation, or a handout displaying most of the information from the presentation, and any collateral materials for attendees as a PDF file.
10. All speakers who are affiliated with a vendor company must ensure that their company is registered as an exhibitor at the AAOE Annual Conference and paid in full by the established deadlines.
11. All concurrent session rooms will be equipped with the following.
 - *LCD projector and screen
 - *Presenter microphones
 - *Presentations teams of 1-3 will have lavalier microphones for all presenters
 - *Panels or teams of 4+ presenters will have 1 lavalier for the moderator and 2-3 stand microphones for the panelists

Once you have reviewed these statements, please click the Start box below to proceed with your submission. Contact AAOE at info@aaoe.net if you have any questions about these expectations

Start

FOR YOUR INFORMATION. DO NOT SUBMIT.

Presentation Submission Form

Presenter Information

- Please enter all information in upper/lower case.
- Do not use nicknames.

Red = Required fields

PRESENTER

Submitter
 Presenter

[Required] I am the

First Name

Last Name

Suffix

Credentials

Title

Email

Cell Phone

Company/Practice Name

Street Address

Address Line 2

City

State/Province/Region

Postal/Zip Code

Country

Office Phone Number

Website

FOR YOUR INFORMATION. DO NOT SUBMIT.

Presenter Bio **REQUIRED**

Words remaining:

Is this presenter a:

- Member
- Non Member
- Vendor (any exhibitor, sponsor, or advertiser wishing to speak MUST select this option)
- Consultant
- AAOE Staff

Presenter Accommodations and/or Requirements

Use this space to identify any accommodations and/or requirements that will need to be met by AAOE in order for the Primary Presenter or any additional presenters to participate in the Annual Conference.

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Presentation Information

Presentation Title **(REQUIRED)**

The Presentation Title cannot be changed after the session is accepted and submitted for CEU approval. Please consider your title carefully and double check that it is entered as you would like it to appear in promotional materials.

Words remaining: 50 **COUNT**

Presentation Track **(REQUIRED)**

Nuts & Bolts - These sessions provide tools and resources to perform the day-to-day operations; the "nuts and bolts" needed to succeed. Attendees should be able to apply the information learned immediately.

Strategic - These sessions are for practice executives planning growth and positioning, or who are looking to address an issue within their practice. They focus on what is needed to create a strategic plan to move a practice forward in the coming year and provide knowledge and tools needed to develop strategy specific to a practice's need.

On the Horizon - These sessions focus on new initiatives and emerging trends and how to prepare for change. These "hot topic" trends may be frequently talked about, but only a few practices have begun to implement them.

- Nuts & Bolts
- Strategic
- On the Horizon

Topic Area **(REQUIRED)**

Please choose the topic area from the following list that best reflects the primary focus of your session. If none of the topics provided are appropriate, please provide a one or two word topic in the "Other" field.

- Advocacy
- Ancillary Services
- Benchmarking
- Bundled Payment Models
- Business Intelligence
- Claims
- Coding
- Co-Management Agreements
- Content Marketing
- Contracting
- Cost Accounting
- Data Analytics
- Digital Marketing
- Emerging Technology
- Financial Controls
- Governance
- Joint Ventures
- Leadership Development
- Legislative
- MACRA/MIPS
- Management
- Patient-Centered Care
- Patient Reported Outcomes
- Patient Satisfaction
- Physician Compensation
- Physician Leadership
- Physician-Hospital Alignment
- Policies and Procedures
- Revenue Cycle Management
- Practice Management
- Process Improvement
- Recruitment and Retention
- Reputation Management
- Revenue Cycle Management
- Risk Management
- Other:

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Is any advance preparation/pre-requisite knowledge or experience required of participants before attending your presentation?

- Yes
- No

Session Length **(REQUIRED)**

- 30 minutes
- 60 minutes
- 90 minutes

Session Format **(REQUIRED)**

- Lecture
- Panel Discussion
- Case Study with Small Group Discussion

2-5 Learning Objectives of the Presentation **(REQUIRED)**

- 1) Learning objectives must be observable and measurable.
- 2) They should describe a measurable behavior and begin with an action verb.
- 3) VERBS TO AVOID: know, understand, learn, appreciate, become aware of, become familiar with.
- 4) SUGGESTED VERBS: list, describe, recite, write, recognize, compute, discuss, explain, predict, apply, demonstrate, prepare, use, analyze, design, select, utilize, compile, create, plan, revise, assess, compare, rate, and critique.
- 5) Learning objectives should focus on what the learner should know and be able to do after participating in your presentation, NOT describe activities in which learners will participate during the presentation.

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Presentation Summary (REQUIRED)

This summary will be used for marketing purposes and may be edited by AAOE Staff should your presentation be chosen for the Annual Conference.

Words remaining:

Presentation Description (REQUIRED)

Use this space to provide a more in depth explanation of your proposed presentation that goes beyond the learning objectives and summary. Describe what participants should expect during your presentation and the value they will gain from attending.

This information will be used by committee members to make their selection decision. Please provide the information on which you would like to have your session rated in the space provided.

Words remaining:

If your session is chosen, can we convert your PowerPoint presentation to a PDF handout with 3 slides per page for attendees?

- Yes
- No

What other types of handouts do you plan to provide for attendees?

What other considerations should AAOE be aware of related to this presentation?

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Would this presentation be appropriate for a 3 hour pre-conference session?

- Yes
- No

Presentation audience

Please identify the credentials for which this session would have specific relevance (check all that apply):

- APC - American Association of Professional Coders
- ASMPPE - American College of Medical Practice Executives
- AHIMA - American Health Information Management Association
- BOC - Board of Certification for Athletic Trainer
- HBMA - Healthcare Billing and Management Association
- NASBA - National Association of State Boards of Accountancy
- CNE - American Nurses Credentialing Center
- Physician CME - Accreditation Council for Continuing Medical Education
- Physician Assistant CME
- Medical Assistant CME

I am interested in speaking:

Check all that apply

- Annual Conference
- Regional Conference
- On a Webinar

Your information will not be saved until you have completed all of the required information on this page and the next page. Please click the CONTINUE button.

Back

Continue

Review Information

- Please review the proposal information and presenter information below by clicking the image in the left column.
- Add an additional presenter by clicking the **Add an Additional Presenter** button in the right column.
- Click the **Submit** button to finalize your proposal. Please Note: You will **NOT** be able to edit your information after you click Submit.


Submitter Contact Information



 Edit Submitter Information

Submission Information



 Edit Presentation

 Add an Additional Presenter



Print Preview

Back

Submit

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