

# NHCA CONFERENCE SPEAKER POLICIES

## Purpose

The speaker policies are established so that NHCA members will be able to access conference presentations after conference is over, and so that NHCA will have an archive of presented materials.

## Compliance

Compliance with these policies is mandatory. If a presenter fails to comply with all aspects of these policies, he/she will not be allowed to present at the NHCA conference. If a presenter is unable to comply due to employer restrictions or some other issue, he/she must notify the Program Task Force at least 30 days prior to the start of conference so that an acceptable accommodation can be worked out prior to the conference.

## Presentation Materials

Presentation materials include (but are not limited to) slides, posters, handouts, and other materials used for presentations at the annual NHCA conference. Presentation materials shall be electronically submitted for workshops, platform presentations, and posters during the two-week period prior to conference. For those presentation materials that are difficult to submit electronically, such as product samples, folders, or packets that are handed out to attendees, presenters shall physically submit them to the Program Task Force at the conference.

The Program Task Force shall designate a format for electronic presentation materials, and communicate the specifics of this format to all presenters. All electronic presentation materials submitted by presenters must conform to this format.

All presentation materials will be placed in the NHCA Conference Archives. The Archives will be managed by the Executive Director. Materials in the Archives will be accessible to members of the Executive Council, the Program Task Force, and an ad-hoc Committee for Ethical Practice (if such is formed) only in the event that 1) a formal (i.e., written) complaint is received by the Executive Council or Program Task Force, or 2) written feedback on the conference evaluation forms signals a possible violation of our disparagement or non-commercialism policies. Only the materials related to the complaint will be accessed. Archived materials will be destroyed two years after the presentation, provided no complaint has been received.

Following the conference, archived electronic presentation materials for platform presentations and breakout sessions will be posted in the Members Only section of the NHCA website. Presenters may submit to NHCA a "cleaned-up" version of their slides or presentation materials if they wish to have that version posted instead. Presenters who have difficulty obtaining permissions to have their presentation materials posted will have their contact information posted, and the option to submit a written summary of their work to accompany their contact information.

## Session-Specific Distinctions

### General Session Presentations

Slides shall be electronically submitted to the NHCA Program Task Force during the two-week period prior to conference to be archived and uploaded to conference computers for presentation to conference attendees. Presenters whose employers or funding agencies do not allow presentations to be loaded onto a conference computer must load their slides onto an NHCA memory stick prior to the presentation. A copy of any physical materials shall be submitted.

### Break-out Presentations

Slides shall be electronically submitted to the NHCA Program Task Force during the two-week period prior to Conference to be archived and uploaded to conference computers for presentation to conference attendees. Presenters whose employers or funding agencies do not allow presentations to be loaded onto a computer must load their slides onto an NHCA memory stick prior to the presentation. A copy of any physical materials shall be submitted.

When member computers are used to lead break-out sessions, presentations that have not been electronically submitted must be provided to the NHCA Program Task Force on a memory stick prior to the presentation. Presentations will not be saved to member computers unless explicitly requested by the presenter. A copy of any physical materials shall be submitted.

## Workshops

Slides shall be electronically submitted to the NHCA Program Task Force during the two-week period prior to Conference to be archived. Workshop presenters will provide a computer pre-loaded with their workshop slides. Workshop presenters have the option to make their slides (and any supporting materials) available upon request to workshop attendees. Presenters whose employers or funding agencies do not allow presentations to be loaded onto the workshop computer – and who have not already electronically submitted their slides - must load their slides onto an NHCA memory stick prior to the presentation. A copy of any physical materials shall also be submitted.

## Posters

Posters shall be electronically submitted to the NHCA Program Task Force during the two-week period prior to conference to be archived prior to presentation. Poster presenters are responsible for arranging to have their poster printed and hung at the NHCA conference prior to Thursday at 5pm. A copy of any physical materials shall be submitted.

## Commercialism Policy:

NHCA programs (including posters, platform presentations, luncheon, keynote speaker and forum panels) are noncommercial opportunities for professional education. Specific product endorsements are prohibited. The NHCA programs may not be used for direct promotion of a presenter's products, services, or monetary self-interest. For research based presentations, the focus of the presentation must be on the performance outcomes rather than on the particular products or services involved, although it is recognized that to accurately describe the research variables, product or service names typically need to be mentioned and/or photos of samples used. Written or projected materials accompanying a platform or poster presentation must also be non-commercial in nature. This does not exclude mention of the presenter's or author's employment affiliation, use of that affiliation's logo in a non-prominent manner, or brief acknowledgment of research sponsors.

## Policy Agreement:

In agreeing to make this presentation at NHCA, I hereby certify that my slides, my oral comments, and/or my demonstrations will in no way disparage another individual, organization, or company. Comparison of products or services will be limited to graphs or other similar displays of empirical data, and conclusions will be limited to those data. I hereby understand and agree that if I violate this policy, I will be subject to NHCA sanctions that are the choice of and imposed by the NHCA Ethical Practice Task Force, including but not limited to suspension from making future presentations at NHCA.

## Permission Agreement:

With your permission, conference presentations will be posted on the NHCA website, in the Members Only section, as they were presented at the conference. By signing below you adhere to the policies stated in this document. All presenters are required to sign and return this form by the deadline noted below.

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Presenter Signature

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Presenter Printed Name

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Date