**Call for Presentations**

**Proposal Submission Form**

Form must be completed and emailed to CFP@trsa.org in order to be accepted. All submitters will be notified of their final selection status via email within 4 to 6 weeks of submitting.

Before completing your proposal, please be sure to read the [**Call for Presentations Guidelines**](http://www.trsa.org/cfp)**,** which outlines the guidelines for submission, describes what reviewers are looking for and explains TRSA’s various speaking opportunities.

**SUBMITTER INFORMATION**

**Submitter Name:** Click here to enter text.

**Title:** Click here to enter text. **Company:** Click here to enter text.

**Address:** Click here to enter text.

**Phone Number:** Click here to enter text. **Email Address:** Click here to enter text.

**Define Member Status:**

[ ]  **TRSA Operator Member** [ ]  **TRSA Associate Member**

**PRESENTATION INFORMATION**

**Title of Presentation:** Click here to enter text.

**Educational level (select one):**

[ ]  **Fundamental** [ ]  **Intermediate** [ ]  **Advanced**

**Has this presentation been previously presented?**

[ ]  **Yes** [ ]  **No**

**If yes, please describe when, where and to what audience/organization the presentation was presented:**

Click here to enter text.

**Check the TRSA event at which you are interested in presenting:** [ ]  Annual Conference

[ ]  Annual Safety Summit

[ ]  Healthcare Conference

[ ] Production Summit (two opportunities each year)

[ ]  Monthly Webinar

**Check the session format most appropriate for your proposed presentation:**

 [ ]  **Speed Session (30 minutes)**

 [ ]  **Traditional Presentation (60 minutes)**

 [ ]  **Panel Discussion (60 – 90 minutes)**

 [ ]  **Hands-on Presentation/Workshop** **(90 minutes)**

 [ ]  Webinar (60 minutes)

**Provide a description of your presentation. Description must include AT LEAST THREE course objectives, learning outcomes or specific take-aways attendees can expect to gain from your presentation (limit to 300 words):**

Click here to enter text.

**Indicate the target audience:**

Click here to enter text.

**SPEAKER INFORMATION**

All speakers must be identified at the time of submission. Names, titles, and contact information must be provided.

**Speaker Name:** Click here to enter text.

**Title:** Click here to enter text. **Company:** Click here to enter text.

**Address:** Click here to enter text.

**Phone Number:** Click here to enter text. **Email Address:** Click here to enter text.

**Check the box below to indicate that you agree:**

[ ]  If selected, speaker(s) agrees to TRSA’s Call for Presentation’s [Submission Guidelines](http://www.trsa.org/cfp), which include submitting all presentation materials (slides, etc.) to TRSA staff for review and approval 30 days prior to the event.

**Speaker Bio (limit to 150 words):**

Click here to enter text.

**Reference 1 (provide the name and contact information for someone that could serve as a reference for the speaker):**

Click here to enter text.

**Reference 2 (provide the name and contact information):**

Click here to enter text.

**Additional speakers (list name, title, company and TRSA Member Status of each additional speaker):**

Click here to enter text.

**Additional Speaker Bio, if applicable (limit to 150 words):**

Click here to enter text.

**Additional Speaker Bio, if applicable (limit to 150 words):**

Click here to enter text.

**Additional Speaker Bio, if applicable (limit to 150 words):**

Click here to enter text.

**Once completed, save this document to your computer and email it to** **CFP@trsa.org****.** All submitters will be notified of their final selection status via email within 4 to 6 weeks of submitting.

**QUESTIONS?**

**Email us at** **CFP@trsa.org** **or call 703.519.0029 x 116**