



Breakout Session Application

Presenter Information

Please circle how many speakers there will be? 1 2 3

Speaker 1 (Primary Presenter)

Full Name: _____
First Last Credentials

Title: _____

Address: _____
Street Address Suite/Department/
Unit #

City State ZIP Code

Phone: _____ **Email:** _____

Speaker 2

Full Name: _____
First Last Credentials

Title: _____

Address: _____
Street Address Suite/Department/
Unit #

City State ZIP Code

Phone: _____ **Email:** _____

Speaker 3

Full Name: _____

First

Last

Credentials

Title: _____

Address: _____

Street Address

Suite/Department/
Unit #

City

State

ZIP Code

Phone: _____

Email: _____

Presenter Considerations

Please designate which speaker will receive the following 4 considerations:

1) Round trip coach airfare: _____

Speaker 1, speaker 2, or speaker 3

2) 2 night hotel stay: _____

Speaker 1, speaker 2, or speaker 3

3) \$500 Honorarium: _____

Speaker 1, speaker 2, or speaker 3

Check here if you would like to donate your honorarium to help fund scholarships for conference registration

4) Waived conference registration fee: _____

Speaker 1, speaker 2, or speaker 3

Presenter Biographies

Speaker 1 biography (75 words maximum):

Speaker 2 biography (75 words maximum):

Speaker 3 biography (75 words maximum):

Required Files

1. Presenter(s) CV or Resume

Upload a separate CV/Resume for all speakers (.PDF or Word .DOC)

2. Speaker photo(s)

Upload a headshot for each speaker. (300 dpi, .jpg, .gif, .png., .pdf)

How to send us your files

Please do not email your files to us. To send us your files, please click on this link to upload your files to our Dropbox folder:

<https://www.dropbox.com/request/qmsZbUoltSL03d6hs4aX>

The above link will also be included with your confirmation email.

Session Information

Session Title: _____

Session Summary (100 word maximum)

Give 3 learning objectives for participants. Objectives should complete this sentence “After attending this session, attendees will be able to:”

1. _____

2. _____

3. _____

Session Outline (Must include description of sections, time spent on each section, and as much hands on practice as possible)

We are restructuring our program to help guide professionals as they work to gain proficiency in the field. We aim to have some of our sessions be around 7 topic areas in which the health literacy community has decided a health literacy professional needs to be considered proficient.

[\(Click here to find out more about the Job Analysis Task Force work\)](#)

Please select one competency that matches the focus of your proposed session.

[\(Click here to see a description of each competency\)](#)

- Communication
- Public Health
- Education
- Language, Culture, and Identity
- Organizational Systems and Policies
- Community Engagement
- Ethics
- Not sure

Please select the level of health literacy knowledge and/or experience needed to attend your session.

- Advanced
- Beginner

Please select all NCHEC competencies that participants will learn in your session.

Area I: Assess Needs, Resources and Capacity for Health Education/Promotion

- 1.1 Plan assessment process for health education/promotion
- 1.2 Access existing information and data related to health
- 1.3 Collect primary data to determine needs
- 1.4 Analyze relationships among behavioral, environmental, and other factors that influence health
- 1.5 Examine factors that influence the process by which people learn
- 1.6 Examine factors that enhance or impede the process of health education/promotion
- 1.7 Determine needs for health education/promotion based on assessment findings

Area II: Plan Health Education/Promotion

- 2.1 Involve priority populations, partners, and other stakeholders in the planning process
- 2.2 Develop goals and objectives
- 2.3 Select or design strategies/interventions
- 2.4 Develop a plan for the delivery of health education/promotion
- 2.5 Address factors that influence implementation of health education/promotion

Area III: Implement Health Education/Promotion

- 3.1 Coordinate logistics necessary to implement plan
- 3.2 Train staff members and volunteers involved in implementation of health education/promotion
- 3.3 Implement health education/promotion plan
- 3.4 Monitor implementation of health education/promotion

Area IV: Conduct Evaluation and Research Related to Health Education/Promotion

- 4.1 Develop evaluation plan for health education/promotion
- 4.2 Develop a research plan for health education/promotion
- 4.3 Select, adapt and/or create instruments to collect data
- 4.4 Collect and manage data
- 4.5 Analyze data
- 4.6 Interpret results
- 4.7 Apply findings

Area V: Administer and Manage Health Education/Promotion

- 5.1 Manage financial resources for health education/promotion programs
- 5.2 Manage technology resources
- 5.3 Manage relationships with partners and other stakeholders
- 5.4 Gain acceptance and support for health education/promotion programs
- 5.5 Demonstrate leadership
- 5.6 Manage human resources for health education/promotion programs

Area VI: Serve as a Health Education/Promotion Resource Person

- 6.1 Obtain and disseminate health-related information
- 6.2 Train others to use health education/promotion skills
- 6.3 Provide advice and consultation on health education/promotion issues

Area VII. Communicate, Promote, and Advocate for Health, Health Education/Promotion, and the Profession

- 7.1 Identify, develop, and deliver messages using a variety of communication strategies, methods, and techniques
- 7.2 Engage in advocacy for health and health education/promotion
- 7.3 Influence policy and/or systems change to promote health and health education
- 7.4 Promote the health education profession

Please list the other presentations you've given on this or a related health literacy topic.

1. _____
2. _____
3. _____
4. _____
5. _____

Speaker Agreement

Please check each box to indicate you understand and agree that:

Proposal Requirements:

- You have uploaded all required documents to dropbox. Incomplete proposals will not be reviewed.
- You must resubmit your application if you do not receive a confirmation email. If you have questions or concerns, please contact Mario Melia at mmelia@iha4health.org.

Before the Conference:

- Only one speaker can register for the conference using the unique speaker code.
- All presentation materials (slides, handouts, etc.) need to be submitted to Eskarlethe Juarez (ej Suarez@iha4health.org) by **March 8**.
- Travel must be booked through **our travel agent** by **April 5**.

At the Conference:

- You will bring your presentation loaded on your own laptop.
- Breakout rooms are set up in traditional classroom format (rows of tables with chairs facing forward).
- Your session will be provided with a projector, screen, audio, handheld microphone, and clicker.
- If you would like your room set up differently or have AV requests, you will email Diana Gonzalez at dgonzalez@iha4health.org by **March 8**.
- Any materials for distribution to the audience or resources are the responsibility of the presenters.

Speaker Considerations:

- The conference organizers will begin to process your speaker concessions once your breakout is accepted.
- Any changes to the considerations need to be made by **January 31**.

By submitting your application you agree that you have read, understand, and agree to the terms and deadlines listed in this Speaker Agreement.