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**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. (minimum 200x200 pixels, 300 dpi, .jpg, .gif, .png, .pdf)

**3. Speaker Disclosure and Verification Form(s)**

Upload a signed copy for each speaker. Download the form here: [Disclosure and Verification Form](#)

### 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 structure 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
- None Applicable

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
- None Applicable

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
- None Applicable

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
- None Applicable

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
- None Applicable

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
- None Applicable

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
- None Applicable

**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:**

Application Requirements:

- You have uploaded all required documents (CV/Resume, Speaker Photo, and Disclosure and Verification Form) to dropbox. Incomplete applications 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](mailto: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](mailto:ej Suarez@iha4health.org)) by **March 9**.
- Travel must be booked through **our travel agent** by **March 27**.

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).
- The standard AV setup for a breakout session is a podium, handheld microphone, audio projector, screen, and clicker. Wifi will be available.
- If you would like your room set up differently or have AV requests, you will email Eskarlethe Juarez at [ej Suarez@iha4health.org](mailto:ej Suarez@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**.
- Speaker is responsible for any cancellation fees or fees associated with changes in travel plans.

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