1. Presentation Title

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1. Key Learning Objectives (up to 5 key bullet points)

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1. Presentation Abstract (up to 200 words)

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1. Presentation Length (Check one) – please bear in mind that we expect presenters to build in up to 10 minutes for questions at the end of their presentations that is included in your scheduled time

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|  | 20 minutes |
|  | 30 minutes |
|  | 45 minutes |
|  | 60 minutes (to be reserved for 2 presenters or panel discussion) |

1. Are you willing to host an Annual Meeting Forum Session on this proposed topic in addition to and/or in lieu of a plenary session presentation, as scheduling allows?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

1. Presenter Contact Information

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name and Credentials | | |  | | | | | | | | |
| SCHC Member? | | | Yes  No | | | | | | | | |
| Position/Job Title | | |  | | | | | | | | |
| Company | | |  | | | | | | | | |
| Address | | |  | | | | | | | | |
| City: |  | | | | State: | |  | | Zip: | |  |
| Country: | |  | | Phone: | |  | | Email: | |  | |
| Please fill in your Biography here as it will appear in the Meeting Agenda and brochure | | |  | | | | | | | | |

1. Second Presenter (if applicable)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name and Credentials | | |  | | | | | | | | |
| SCHC Member? | | | Yes  No | | | | | | | | |
| Position/Job Title | | |  | | | | | | | | |
| Company | | |  | | | | | | | | |
| Address | | |  | | | | | | | | |
| City: |  | | | | State: | |  | | Zip: | |  |
| Country: | |  | | Phone: | |  | | Email: | |  | |
| Please fill in your Biography here as it will appear in the Meeting Agenda and brochure | | |  | | | | | | | | |

1. Acknowledgement(s)
   1. I hereby acknowledge that:
      1. SCHC will not accept presentation content in the form of an advertisement for the Presenter’s company, services, and/or product.
      2. That annual meeting presentation content is expected to be fully technical in nature, although appropriate examples for a given topic may be allowed, to the discretion of the Program Committee.
      3. The Presenter shall submit their presentation to the Program Committee at least 1 month prior to the Annual Meeting event for review by the Program Committee to ensure these requirements are met.
      4. Should the Program Committee have reservations about the content of the presentation, the Presenter will be asked to remove the content and/or modify their content at the discretion of the Program Committee. Committee members can also provide feedback upon request.

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Signature of Presenter & Date

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Signature of Second Presenter (as needed) & Date

1. Please send to [program@schc.org](mailto:program@schc.org)

YOUR PROPOSAL WILL NOT BE ACCEPTED IF ANY OF THE ABOVE POINTS IS MISSING.