**NLN Affiliated Constituent League**

**Policy and Procedure**

|  |  |
| --- | --- |
| policy number  | **8.3** |
| policy name  | Speaker Proposal Submissions |
| **date of origin** | (Date) |
| purpose | * To create a league speaker repository to enhance long-range educational planning.
 |
| 1. **policy**
 | Top of Form**Speaker Benefits & Requirements**The XXX League for Nursing’s Professional Development Committee’s goal is to create consistent, remarkable experiences for league members that will inspire personal and professional excellence, through a diversity of relevant, three-dimensional learning events that are:* targeted to nursing education competencies
* engaging by connecting with the audience
* interactive in format
* purposeful to our members
* compelling our members to act/do something

XYZ is in the process of reviewing speaker proposals for future league events based on this goal.  We invite you to **submit a Speaker Submission Form for our consideration** by checking the acknowledgment box below and continuing online.Below are the benefits and requirements:**Speaker Benefits*** Speaker contact information will be posted on the XYZ website with link to speaker’s own website.
* Speakers will be promoted in event materials (including brochures, e-mail blasts, onsite program guide).
* Speakers will have the opportunity to network with attendees throughout the event.

**Speaker Requirements*** Submit Speaker Proposal Form and signed Speaker Requirements/Benefits Form by appropriate date.
* Provide a sample of your suggested (or similar) presentation if available.
* Provide three references with contact information.
* Provide participants with at least three key ideas or learning objectives.
* If selected, provide handouts for each participant.
 |

Revision Dates: