

Guide to Submitting a Session Proposal

Tribal Public Health Emergency Preparedness (TPHEP) Training & Conference

September 14 – 18, 2020

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*Sponsored by Northwest Portland Area Indian Health Board,
Oregon Health Authority Public Health Division, and Washington State Department of Health*

The TPHEP planning committee is looking for presenters for the 2020 Tribal Emergency Preparedness Training & Conference, to be held **September 14 – 18, 2020** at Little Creek Resort Casino, Shelton, WA.

This guide will help you get ready to submit your session proposal online. If you need assistance or would rather fill out an offline form, please contact us at tphep@npaihb.org

Proposals are due by July 31, 2020 for priority review, but we will continue to accept proposals until all sessions are filled. Selected presenters will be **notified by no later than August 21, 2020**.

Tribal leaders and members, tribal program staff, and federal/state/county/local partners working directly with tribes are invited to share their stories and experiences with attendees from across the Northwest.

There are **2 presentation types**:

- General sessions are presentations to the full conference group by an individual, group, or panel, and may be up to 90 minutes long.
- Breakout sessions are presentations to a smaller audience (25-50) by an individual, group, or panel, and may be either 40 minutes or 90 minutes long.

To submit a proposal to be a **PRESENTER** at the conference, [click here](#) or go to <http://bit.ly/TPHEP20Present>

To **REGISTER** for the conference, [click here](#) or go to <http://bit.ly/TPHEP20Reg>

There is no fee to register for the conference, but all presenters are responsible for their own travel arrangements and costs. Representatives from NPAIHB's member tribes are eligible to apply for travel reimbursement of up to \$500 per tribe.

Creating Your Proposal

We recommend that you use this guide to help gather the info you need before you go to the online form (at <http://bit.ly/TPHEP20Present>), especially if you haven't presented at TPHEP in the past. A non-fillable PDF of the online form is included at the end of this guide to help you plan. You may want to work on writing your session description and learning objectives offline first, and then cut and paste them into the online form when you're ready.

If you have questions or need help, or aren't able to complete the online form, please [contact us at tphep@npaihb.org](mailto:tphep@npaihb.org) for assistance.

The Call for Presenters online form asks for the following information.

Proposal Information:

- Presentation title
- Name(s) and contact info for presenter(s) – provide each person's name, organization, and email address or phone number
- A short description of your proposed session, 300 words maximum
- Preferred session type – general (full audience) or breakout (smaller group) session
- Preferred session format – individual/group presentation, panel discussion with moderator, and/or interactive workshop (including small group work, etc.)
- Preferred session day (if any) – Wednesday, September 16; Thursday, September 17; or Friday morning, September 18.
- Up to 3 learning objectives for your session – what should your audience learn, know, understand, or be able to demonstrate, explain, etc., by the end of your presentation?
See page 3 of this guide for more info on how to write learning objective(s).

You'll have a chance to review and edit your presentation title and description before the conference program is finalized in May. The learning objectives are to help our planning committee better understand your session during our review, but won't be printed in the conference program.

Accepted presenters will be contacted by no later than August 21, 2020. **See page 4 of this guide for information about our review and selection process.**

Tips for Writing Learning Objectives

- Write the objective from the point of view of the learner – what the learner will be able to do as a result of participating in the session
- Outcome of the learning should be observable and measurable
- Outcome should be achievable within the scope of the program, both in level of learning and within timeframe
- Each objective should describe only one (1) behavior or outcome
- Consider using the following verbs when writing your learning objectives: After completing this activity, the learner should be able to...

Recall	Understand	Use	Analyze	Synthesize	Judge
Define	Compose	Apply	Break Down	Arrange	Appraise
Identify	Compile	Calculate	Categorize	Construct	Choose
Label	Describe	Choose	Compare	Create	Compare & Contrast
List	Discuss	Demonstrate	Debate	Design	Conclude
Name	Explain	Employ	Determine	Develop	Evaluate
Recall	Express	Perform	Diagram	Extend	Justify
Recite	Give Examples	Solve	Distinguish	Formulate	Select

[Click here](http://apha.confex.com/apha/learningobjectives.htm) for more guidelines and tips: apha.confex.com/apha/learningobjectives.htm.

Proposal Review and Selection

Presentation proposals will be reviewed by the conference planning committee, and we will contact you as soon as possible with any questions or an update on your status. Our goal is to make space for as many presentations as possible on our agenda, on a range of topics, so our review is mostly to make sure we understand what your session is about and make sure that it fits with the focus of the conference.

Selected presenters for the general or breakout sessions should plan to submit an advance copy of their PowerPoint or updated description of their session (if not using PowerPoint) by no later than Tuesday, April 21, 2020. You'll have a chance to edit your proposed title, presentation description, and other information before the final presentation is due.

There is no fee to register for the conference, but all presenters are responsible for their own travel arrangements and costs. Representatives from NPAIHB's member tribes are eligible to apply for travel reimbursement of up to \$500 per tribe.

Questions?? Please contact the planning team, at tphep@npaihb.org or 503-416-3289.