



JAHC 2020 SPEAKER REQUEST FOR PROPOSAL CHECKLIST

In preparation for completing the JAHC 2020 Speaker Request for Proposal Form, please utilize the following checklist to ensure you have the necessary information available to complete the form thoroughly and accurately.

APPLICANT CONTACT INFO & PRESENTER INFORMATION

<input type="checkbox"/>	Previous Conference Presentations (<i>up to 5</i>). (<i>Please include dates, conference name, and presentation title.</i>)
<input type="checkbox"/>	Educational and Teaching Experience
<input type="checkbox"/>	Session Description for Promotional Purposes
<input type="checkbox"/>	Presenter(s) Bio for Promotional Purposes
<input type="checkbox"/>	Audiovisual Release Agreement for Session Recording

SESSION INFORMATION & CONTENT OVERVIEW

<input type="checkbox"/>	Session Title
<input type="checkbox"/>	Session Description, Cases & Methodology
<input type="checkbox"/>	Select & Create Learning Objectives
<input type="checkbox"/>	Teaching Methods
<input type="checkbox"/>	List of Presenter Names

DISCLOSURE INFORMATION & TERMS OF AGREEMENT

<input type="checkbox"/>	Relevant Financial Relationship in Reference to Homeopathic Software, Products or Services.
<input type="checkbox"/>	List Methods of Resolution
<input type="checkbox"/>	Commercial Bias Agreement
<input type="checkbox"/>	HIPAA Agreement
<input type="checkbox"/>	Copyright Agreement
<input type="checkbox"/>	Reimbursement Agreement

AUDIOVISUAL NEEDS & REQUESTS

<input type="checkbox"/>	Additional Audio/Visual Requirements (<i>example: wireless mic, video, internet, etc.</i>)
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