



Meals on Wheels Texas  
Annual Conference and Expo  
Monday, May 6 – Wednesday, May 8, 2024  
Fort Worth, TX

### **2024 Conference Call for Speakers**

Meals on Wheels Texas seeks proposals for educational sessions at the 2024 Annual Conference and Expo. The conference attracts close to 200 providers of home delivered meals, congregate meals, senior center operators and others in the business of caring for older adults, the disabled and homebound people.

The Conference Committee is interested in covering the following tracks and looking for sub-categories.

Technology/AI  
Development/Donor Relations  
Volunteer  
Leadership  
Nutrition  
Board Collaboration  
More than a Meal (Services Offerings)  
General Training

The conference will offer a mix of varied workshop sessions, from intensives to light learnings. The Conference Committee is actively seeking proposals that address the programmatic and professional development needs of conference attendees who range in experience level from entry, mid-level, and advanced professionals. The following criteria are taken into consideration in speaker selection:

- The credentials and experience of the speaker
- The experience level that the program is designed for
- The relevance, timeliness, and originality of the presentation, and
- Need for the program based on feedback from our members

**Proposals are due Friday, December 15, 2023**

To be considered as a speaker, please read the guidelines below and **visit the following link to submit a proposal:** [Speaker Proposal Form](#)

## **Guidelines for Speaker Proposals Meals on Wheels Texas**

Meals on Wheels Texas seeks proposals for educational sessions at the 2024 Conference and Vendor Expo, Monday, May 6 through Wednesday, May 8, at the Hilton in Fort Worth, Texas. The conference attracts close to 200 providers of home delivered meals, congregate meals, senior center operators and others in the business of caring for older adults, the disabled and homebound people.

Attendance per workshop session is approximately 50 nonprofit staff, board members, and volunteers. The following guidelines are established to ensure training objectives are fulfilled:

**1. Presentation Submission:**

All proposals must be received no later than Friday, December 15, 2023 at 5:00 p.m.

**Please submit your proposal online to the following link:** [Speaker Proposal Form](#)

**2. Presenter Profiles:**

If more than one presenter is involved, the lead presenter should be identified as the primary contact. Required information must be completed for each additional presenter or panelist.

**3. Complimentary Registration:**

Presentations made at the conference are voluntary and therefore considered an in-kind donation to the conference. All related expenses are the responsibility of the presenter(s). The conference does not provide complimentary registration to presenters.

**4. Presenter Substitutions or Revisions:**

Substitution of primary or secondary presenters after the proposal has been accepted must be approved by the Conference Committee. The conference reserves the right to cancel the presentation or assign another presenter if deemed appropriate by the Conference Committee.

**5. Presentation Times:**

The conference will try to accommodate choices and travel schedules, but presenters cannot be guaranteed a preference or choice of time slots.

**6. Editing and Refining the Proposal:**

The Conference Committee reserves the right to ask presenters to refine their proposal based on the educational goals of the conference.

**7. Eligibility for Submitting Proposals:**

While the objective is to provide the latest information that will enhance the professional knowledge of members, the following guidelines will be used:

- Preference will be given to presenters who are members of Meals on Wheels Texas.
- Preference may be given to new presenters that bring new ideas and learning opportunities to the members.

#### **8. Presentation Slides & Handout Materials:**

Conference attendees appreciate receiving printed materials relative to the presentation.

- Speakers must provide their presentations and handouts to the Conference Committee no later than Monday, March 18, 2024.
- The contents of each slide should be understandable.
- The conference will provide a laptop and projector.
- Presenters are not permitted to reference presenter's services or products. At no time will presenters provide workshop attendees with special offers, discounts, marketing materials, give away items designed to promote their products or services, or solicit contact information for the purpose of sales calls.
- Presenters are not permitted to sell books as part of a workshop. If book sales are important, a vendor booth must be secured.
- Presentation slides may not be altered after being approved by the Conference Committee. If any information needs to be updated or added to keep the presentation current (new laws or developments in the field, etc.) the same should be sent to the Conference Committee no later than two weeks prior to the conference. The committee is seeking program topics that appeal to a broad range of attendees from entry level to advanced organization staff, board members and volunteers.