



Meals on Wheels Texas
Annual Conference and Expo
Sunday, April 5 – Tuesday, April 7
San Antonio, TX

2020 Conference Call for Speakers

Meals on Wheels Texas seek proposals for educational sessions at the 2020 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 following criteria are taken into consideration in speaker selection:

- Innovative or new ideas in the proposal
- 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 13th, 2020
Presenter selections will be announced and the details of the program finalized by
Wednesday, January 12th, 2020.

Guidelines for Speaker Proposals

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 Wednesday, December 13th, 2019 at 5:00 PM

Mail Submissions

Meals on Wheels San Antonio
Attn: 2020 Annual Conference
4306 NW Loop 410
San Antonio, TX 78229

Electronic Submissions

JoseL@mowsatx.org

2. Presenter Profiles:

If more than one presenter is involved, the lead presenter should be identified as the primary contact. Required information must be furnished for proposed each 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 Education Committee. The conference reserves the right to cancel the presentation or assign another presenter if deemed appropriate by the Education Committee.

5. Presentation Times:

Time slots vary each day. 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 Education Committee reserves the right to ask presenters to refine their proposal based on the education 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 Wednesday, February 5th, 2020.
- The contents of each slide should be understandable.
- Presenters are required to provide their own laptop at the conference. The conference will provide the LCD projector, screen, and microphone dependent on needs.
- 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 Education 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 Education 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.
- Complete the online **Speaker Proposal Form** along with brief biographical information of 100 words or less and contact information for at least one reference that can provide information about your presentation skills. If additional space is needed, please submit on plain paper.

Speaker sections will be announced no later than Wednesday, January 12th, 2020. After the announcement, speakers may be asked to provide additional biographical information and a headshot for marketing purposes.