

2020 SPEAKER REQUEST FOR PROPOSAL

LCA 2020 Educational Conference & Expo – September 28-30, 2020
Crowne Plaza Baton Rouge

The Louisiana Claims Association invites you to share your innovations and experiences by submitting a proposal to present a 1 hour workshop at the LCA Educational Conference and Expo to be held September 28-30, 2020 at the Crowne Plaza Hotel in Baton Rouge, LA.

All proposals will be considered if postmarked by **April 30, 2020**. We ask that each presenter complete the attached proposal form, and submit it along with the following:

- 1) Biographical sketch or resume of the Primary Presenter
- 2) Signed Appendix 4 form (see attached) for each Presenter
- 3) Outline of presentation

Proposals may be emailed to Lalwood@aol.com or mailed and postmarked by **April 30, 2020** to LCA, P O Box 14806, Baton Rouge, LA 70898.

Each workshop will be one hour in length, while three concurrent workshops will be offered each hour. The standard room set up for the workshops is as follows:

- 1) 1 podium
- 2) 1 projector screen
- 3) 1 Power Point projector
- 4) If using a Power Point, the speaker will be required to submit their Power Point file no later than 1 weeks prior to the convention so that it can be added to the disk holding all presentations in that room.

Proposals will be reviewed by the LCA Education Committee, and recommendations will be made to the LCA Board of Directors for their final approval. Proposals will be evaluated in terms of: (1) importance of topic to conference attendees; (2) objective, educational, non-commercial content; and (3) knowledge, experience, and presentation skills of the presenter. The selection and scheduling of conference proposals is based on a number of factors that help to establish a diverse and balanced program. **LCA will not provide financial remuneration, reimburse expenses or make lodging accommodations for presenters, but they will pay for the speaker conference registration fee to attend the entire conference.**

Notification will be sent by e-mail no later than **May 15, 2020** regarding acceptance of proposals. Once a proposal is accepted, changes to the proposal must be approved by the Education Committee. Final handouts of the speaker will be due no later than **May 15, 2020**. Failure to submit final handout by this date, may result in the presentation being pulled from the schedule.

Speaker Proposal

Policies Governing Accepted Proposals

I agree to the following statements:

- Once a proposal is accepted, changes to the proposal must be approved by the Education Committee.
- LCA reserves the right to assign the day and time that accepted proposals will be scheduled.
- Notification will be sent by e-mail by **09/01/2020** regarding acceptance of proposals.
- I understand that the final copy of my handout is due no later than **09/01/2020**, and that failure to provide the handout may result in my presentation being pulled from the schedule.
- I understand and accept the policies and deadlines for proposal submission.
- I understand that I am responsible for travel arrangements and expenses.

Primary Speaker

The primary speaker is the only person whom LCA will send subsequent communication regarding acceptance of the proposals and onsite logistics. Please include credentials, contact information and a resume or biography, as well as a signed Appendix 4. **Valid Email address is required.**

Primary Speaker Name:	
Company:	
Business Address:	
City/State/Zipcode:	
Phone:	Cell Phone:
Email Address:	
Present Position (Title) and employer:	
Additional Speaker Name:	
Additional Speaker Present Position (Title):	

PROPOSAL TITLE: (Please do not use abbreviations in the titles.)

Description of Presentation: _____

Outline of Presentation: Attach outline to proposal.

Biography or Resume' of Presenter(s): Attach to proposal.