

2023 SPEAKER REQUEST FOR PROPOSAL

LCA 2021 Educational Conference & Expo – June 7-9, 2023

Hilton Baton Rouge Capital Center, Baton Rouge, LA

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 June 7-9, 2023 (Wed. – Fri.) at the Hilton Baton Rouge Capital Center Hotel in Baton Rouge, LA.

All proposals will be considered if postmarked by **January 30, 2023**. 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) Outline of presentation

Proposals may be emailed to Linda@rivermgt.com or mailed and postmarked by **January 30, 2023** 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 & Computer
- 4) If using a Power Point, the speaker will be required to submit their Power Point file no later than 1 week 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) the importance of the topic to conference attendees; (2) objective, educational, non-commercial content; and (3) the knowledge, experience, and presentation skills of the presenter. The selection and scheduling of conference proposals are 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 **February 15, 2023** 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 **June 1, 2023**.

Speaker Proposal

Policies Governing Accepted Proposals

I agree to the following statements:

- LCA reserves the right to assign the day and time that accepted proposals will be scheduled.
- I understand that the final copy of my handout is due no later than **06/01/2023**.
- 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 the acceptance of the proposals and onsite logistics. Please include credentials, contact information, and a resume or biography. **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:	

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.