



**2018 CONFERENCE**

**PRESENTATION & SPEAKER  
OPPORTUNITIES**

**texasprima.org**  
Texas Chapter | Public Risk Management Association

## 2018 CALL FOR PRESENTATIONS

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Texas PRIMA (Public Risk Management Association) is now accepting presentation proposals for its annual Risk Management Conference (Nov. 11 - 14, 2018 – Irving). Presenters willing to share their expertise and enhance professional growth in the risk management industry will address risk management, safety, claims and benefits health professionals from across Texas.

### SUBMIT YOUR PRESENTATION ONLINE BY JUNE 20, 2018

Completed presentation proposals must be submitted on or before the deadline. **SUMMARIES AND/OR DRAFTS WILL NOT BE REVIEWED OR CONSIDERED.** Follow online submission instructions carefully – and input your session information as per the template and instructions on page 4 of this PDF.

### REVIEW PROCESS

Proposals will be reviewed by Texas PRIMA's Education Committee in conjunction with the organization's Conference Committee.

### NOTIFICATION/CONFIRMATION REPLY PROCESS

Speaker notifications will be emailed by July 18, 2018. Each speaker must confirm (accept or deny) the opportunity to present by July 24, 2018.

### SPEAKING BENEFITS

- Participating in the growth of your profession and the risk management industry
- Visibility, recognition and credibility within the industry
- New networking opportunities
- Complimentary conference registration (one complimentary registration issued per session – to lead presenter only)

### INCREASE YOUR CHANCES OF BEING SELECTED

- CONSIDER SESSION TOPICS THAT ARE NEW and have not been covered by other speakers or at other conferences.
- Submit a session that demonstrates application of learning objectives.
- Submit a session that demonstrates hands-on experiences. Texas PRIMA attendees specifically like sessions that include case studies or results of concept.

### TOPIC AND SELECTION CRITERIA

It is anticipated that the conference will include 3-5 sessions for each educational track. Ideally, speaker topics will be chosen based on the expected needs of the membership.

Potential speakers are invited to submit proposals for one or more of the following educational tracks:

- General Risk Management/Insurance
- Employment Practices & Benefits
- Workers' Compensation
- Safety/Claims
- Emergency Management
- Employee Health and Wellness
- Business Continuity Planning/Continuity of Operations

Please note: speakers with CE approved classes will be expected to provide sign-in sheets and CE certificates for their class.

Special consideration will be given to **PUBLIC ENTITY PRESENTERS** and **CORPORATE/NON-PUBLIC ENTITY PRESENTERS** that partner with Public Entities to co-present their session.

Sessions pre-approved for one hour continuing education credit through Texas Department of Insurance will be given preferential consideration.

### DEADLINES

Completed Proposal Due .....	June 20, 2018
Speaker Notification .....	July 18, 2018
Confirmation Reply Deadline .....	July 24, 2018
Final Presentation Due.....	October 22, 2018
2018 Conference .....	November 11-14, 2018

## **MOST REQUESTED TOPICS ACCORDING TO 2017'S CONFERENCE SURVEY:**

1. Insurance/Claims
2. Safety
3. Workers' Compensation Updates
4. ACA Compliance
5. Program Implementation Case Studies

## **OTHER SUGGESTED TOPICS:**

- Staffing a Risk Management Department
- Emergency Preparedness
- Risk Management 101
- Business Continuity
- Managing Certificates of Insurance
- Programs Related to K-12 Schools
- Contractual Liability
- Transitional Duty Programs
- Measure ROI for Health and Wellness Programs
- Disability Management
- Cyber Liability
- Insurance Requirements for Vendors
- Liability Claims Management
- Policy Language and Coverages
- RFP Evaluation Process
- Fire and Life Safety
- Texas Torts Claims Act
- Managing Transportation Liabilities
- ADA / FMLA
- Workers' Compensation Fraud
- Legislative Changes
- Workplace Violence/Active Shooter
- Open Carry Updates

## **ITEMS TO KEEP IN MIND:**

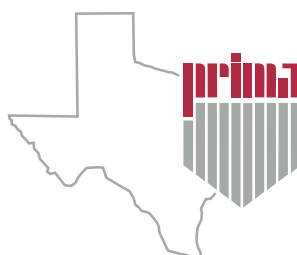
- A well-defined topic with focused objectives
- Timelines of topic
- Relevance to attendees and topic areas
- Practical application of material
- Original material
- Perceived level and quality of session content
- Length of presentation
- Speaker qualifications
- Potential to attract and stimulate conference participants
- Clearly defined learning objectives and timeline
- How would this session benefit agents & adjusters

## **CONFIRMED SPEAKER OBLIGATIONS**

- Submit a finalized PDF of presentation on or before Oct. 22, 2018. Presentation will be uploaded to the Texas PRIMA website prior to conference. **PRESENTATIONS PDFS NOT RECEIVED BY DEADLINE WILL NOT BE POSTED ONLINE.**
- At the conference, check in at the registration desk at least 30 minutes prior to your session.
- During your presentation, **PROVIDE EDUCATIONAL MATERIAL ONLY** and abide by Texas PRIMA's policies as outlined — including no specific marketing of any product or service.

## **POLICIES**

1. **PRESENTATIONS THAT MARKET SPECIFIC SERVICES OR PRODUCTS WILL NOT BE ACCEPTED, NOR ARE PRESENTATIONS OF THIS NATURE ACCEPTABLE AT THE CONFERENCE.**
2. Texas PRIMA reserves the right to withdraw a speaking opportunity to a speaker for failure to follow the policies outlined.
3. Proposals must be accompanied by a bio/resumé/vita for each presenter and feature an accurate 50-word session description.
4. Speakers who are selected must submit session handouts (PDF) by the deadline.
5. An LCD projector, laptop, screen, wireless microphone and sound system will be provided in each session room. Additional audio-visual requirements must be submitted via the online submission form for consideration. **REQUESTS ARE SUBJECT TO APPROVAL BY TEXAS PRIMA.**
6. Texas PRIMA reserves the right to select any, or none, of the submissions it receives. A proposal may be outstanding but inconsistent with the program committee goals and objectives, duplicate another session, etc.
7. Texas PRIMA reserves the right to change the agenda — including but not limited to the amount of time allotted to the speaker.
8. Texas PRIMA policy generally precludes an honorarium; however, registration fees are waived for the lead (1) presenter of each session. Travel, accommodations and meal expenses are the responsibility of any/all presenters.
9. If a submittee's employment changes, they must notify Texas PRIMA of the change immediately in writing. Email notices to Paula Sasser at [paula.sasser@horizonmeetings.com](mailto:paula.sasser@horizonmeetings.com). Texas PRIMA reserves the right to re-evaluate any submission based upon a change of employment.



## **QUESTIONS?**

Contact Paula Sasser at  
[paula.sasser@horizonmeetings.com](mailto:paula.sasser@horizonmeetings.com)

# CHECKLIST FOR PREPARING YOUR PRESENTATION PROPOSAL

Presentation Title: \_\_\_\_\_  
\_\_\_\_\_

Presenter(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A bio, resume, or vita – **FOR EACH PRESENTER** – must accompany the proposal.

Session Description for conference program = **LIMIT TO 50 WORDS, MUST ACCURATELY REPRESENT SESSION!**

Timeline/Outline of Major Presentation Topics (example follows) = **LIMIT TO ONE HOUR**

1. Definition of ADA, FMLA, Assault Leave, Fitness for Duty, WC = (0.25 hr)
  - a. Federal and State Regulations
  - b. Board Policies
  - c. Best Practices
  - d. Documentation Pieces
2. Where and How These Programs Intersect = (0.25 hr)
  - a. Administration Requirements
  - b. Documentation Requirements
3. Pitfalls and Penalties: What to watch and avoid = (0.25 hr)
4. Successful outcomes for the Employee/Claimant and the Employer = (0.25 Hr) – Total Time = 1.0 hr

List (3) Learning Objectives for Attendees (example follows)

1. To become familiar with the defining parameters of each program and the consequences of non-compliance.
2. To gain knowledge in the components of each program.
3. To develop insight into the co-mingling of these programs and how to administer them in return for positive results.

Indicate (1) Target Audience Level:  Beginner  Intermediate  Advanced

Indicate if session has been approved for CE Credit:  \*No  \*\*Yes, course number \_\_\_\_\_

Consult [Texas Insurance Code](#) and/or [Texas Administration Code](#) to determine if your program is eligible for CE credit.

\* Texas PRIMA will submit those presentations not previously certified to TDI with the goal of obtaining certification on as many as possible.

\*\*If your class is approved for CE credit, you must bring your own sign-in sheet and provide CE certificates to participants.

How would this session benefit agents and adjusters? – **ANSWER REQUIRED** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## [CLICK HERE TO ACCESS THE PRESENTATION APPLICATION ONLINE PORTAL](#)

Create a login with your email address and a password that is easy to remember.

TIP: At any time during submitting your session, selecting **SAVE AS DRAFT** (bottom of online application) will save your information in the **EDIT PRESENTATION SUBMISSIONS** tab (top menu of the log-in screen) so that you may return to complete it at a later time. Please note: once you have submitted you should automatically receive confirmation of submission. If you do not receive this email confirmation check your spam folder.

**SUBMISSIONS ARE NOT CONSIDERED “SUBMITTED” WHILE SAVED IN DRAFT FORM.**