



Presentation & Speaker Opportunities



2021 CALL FOR PRESENTATIONS



Texas PRIMA (Public Risk Management Association) is now accepting presentation proposals for its annual Risk Management Conference (Nov. 7-10, 2021 - Galveston). 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. Texas PRIMA is moving to a hybrid meeting this year - we will be providing both live and virtual sessions.

SUBMIT YOUR PRESENTATION ONLINE BY JUNE 21, 2021

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 brochure.

REVIEW PROCESS

Texas PRIMA's Education Committee will review proposals in conjunction with the organization's Conference Committee.

NOTIFICATION/CONFIRMATION REPLY PROCESS

Speaker notifications will be emailed late-July, 2021. Each speaker must confirm (accept or deny) the opportunity to present by July 30, 2021.

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)
- Virtual presentations will receive (one) complimentary virtual meeting pass

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 the application of learning objectives.
- Submit a course that describes 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 topics:

- Pandemic Preparedness/Response
- General Risk Management/Insurance
- 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.

Special consideration will be given to **PUBLIC ENTITY** presenters and Corporate/Non-Public Entity presenters that partner with **PUBLIC ENTITY** presenters to co-present their session.

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

DEADLINES

Completed Proposal Due: June 21, 2021
Speaker Notification: Late-July, 2021
Confirmation Reply Deadline: July 30, 2021
Final Virtual Presentation Due: October 15, 2021
Final Live Presentation Due: October 22, 2021

2021 CONFERENCE: NOVEMBER 7 - 10, 2021

MOST REQUESTED TOPICS ACCORDING TO 2020'S CONFERENCE SURVEY

1. Workers' Compensation Self-Funded
2. Safety
3. Insurance/Claims
4. Health Care Updates
5. Program Implementation Case Studies

OTHER SUGGESTED TOPICS

- COVID-19 Response
- Staffing a Risk Management Department
- Emergency Preparedness/Response
- 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
- Timeliness of topic
- Relevance to attendees and topic areas
- Practical application of the 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 and adjusters?

CONFIRMED SPEAKER OBLIGATIONS

- **Virtual presentations:** Submit a final video recording of the presentation on or before October 15, 2021.
- **Live presentations:** Submit a finalized PDF of the presentation on or before October 22, 2021.
- Texas PRIMA will provide an official Conference PowerPoint Template to accepted speakers to be used for all session presentations, live and virtual.
- By submitting your PowerPoint Presentation, you authorize Texas PRIMA to post the presentation (as a PDF file) in the conference mobile app. Also the presentation will be uploaded to the Texas PRIMA website before the conference. Virtual presentations will be posted after conference. **PRESENTATIONS PDFs NOT RECEIVED BY DEADLINE WILL NOT BE POSTED ONLINE.**
- If your submission is accepted, you understand that you are granting Texas PRIMA the authority to distribute this information to Texas PRIMA members via the members-only portal of the Texas PRIMA website.
- At the conference, check-in at the registration desk at least 30 minutes before your session. Virtual presenters should check in 30 minutes prior and be available for live Q&A at the end of the video presentation.
- 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.
- **CLICK HERE** for PowerPoint Tips and guidelines.

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 their PowerPoint presentation, utilizing the Texas PRIMA template, by the deadline.
5. An LCD projector, laptop, screen, wireless microphone, and sound system will be provided for each session room at the live event. 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, received. 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. Virtual presentations will receive 1 pass to the virtual event.
9. If a submitter's employment changes, they must notify Texas PRIMA of the change immediately in writing. Email notices to Paula Sasser at paula.sasser@horizonmeetings.com. Texas PRIMA reserves the right to reevaluate any submission based upon a change of employment.



QUESTIONS?

Contact Paula Sasser at

paula.sasser@horizonmeetings.com



CHECKLIST FOR PREPARING YOUR PRESENTATION PROPOSAL



BEFORE YOU BEGIN...

Gather all necessary information for your presentation submission (outline below).
A bio, resume, or vita – **FOR EACH PRESENTER** – must accompany the proposal.

☐ Presentation Title: _____
(maximum 10 word presentation title)

☐ Presenter(s): _____

☐ Session Description = Limit to 50 words (for conference program, **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 the session is approved for CE Credit: ☐ No ☐ Yes ** = provide course # _____

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

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

☐ Indicate whether you will present session, if accepted, as a ☐ Live session ☐ Live & virtual session ☐ Virtual only session

☐ How would this session benefit agents and adjusters? – **ANSWER REQUIRED** _____

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

(Create a login with your email address and a password that is easy to remember. **Please note: you will need to create a new login each year.**)

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 your proposal, you should automatically receive confirmation of submission. If you do not receive the email confirmation, check your spam folder.

SUBMISSIONS IN A DRAFT FORM ARE NOT CONSIDERED "SUBMITTED" WHILE SAVED IN DRAFT FORM.