

AHRMM's Speaker Registry

Web Seminar Abstract Proposal Requirements

AHRMM's Speaker Registry is a new online tool for capturing web seminar proposals. Here, potential speakers are invited to submit educational webinar proposals that cover relevant topics in the healthcare supply chain field. Submissions will be accepted and reviewed on an ongoing basis, and the authors of approved proposals will be contacted for further scheduling.

Length of Presentations

All sessions must follow one of the three time options:

- 60 minutes – 50-55 minutes of presentation and 5-10 minutes of questions and answers.
- 75 minutes – 60-65 minutes of presentation and 10-15 minutes of questions and answers.
- 90 minutes – 70-75 minutes of presentation and 15-20 minutes of questions and answers.

References

Speaker references are required for anyone who has not presented for AHRMM within the past three years. Proposals must include a completed application and brief narrative biography (100 words maximum). All questions should be directed to Catherine Futrell, AHRMM's Director of Education, at cfutrell@aha.org.

Presentation Expectations

The Education Task Force will score all submitted abstracts online. A web seminar will be selected based on the following two criteria:

- Subject (abstract) – relevance, interest, informative, and educational merit.
- Speaker(s) – knowledge, credibility, experience, speaking ability, past ratings, references. All speakers must be identified at the time of submission. A panel presentation will be considered based on the subject and speaker(s).

If your proposal is accepted, you are required to forward your session's content in the PowerPoint template provided by AHRMM. Additionally, you will be required to participate in an instructional conference call (30 minutes maximum) to learn how to navigate through AHRMM's web seminar online software at least 3-5 days before the actual event.

Important note: All presentations that are commercial in nature and/or attempt to sell specific vendor products and/or services will not be accepted. Registrants react negatively to sales presentations, and it is against AHRMM's policy for speakers to support, endorse or promote a specific product and/or service. All presentations must be "commercial-free." Anyone who conducts a session in such a manner, will be removed from AHRMM's list of speakers and will not be considered for future presentations.

All presenters will receive a complimentary registration to a future AHRMM web seminar of their choice (\$139 maximum value) for each accepted web seminar proposal. Speakers are welcome to submit multiple abstract proposals. Each submission should be on a separate topic.

Abstracts submitted to AHRMM through the Speaker Registry will remain in our database through May 2008.