

CONNECTICUT ACADEMY OF NUTRITION & DIETETICS

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Academy of Nutrition and Dietetics

CT Academy of Nutrition and Dietetics 2018 Spring Conference Request for Speaker Proposals April 20, 2018 at the Hartford Hilton

RFP Overview

The CT Academy of Nutrition and Dietetics is requesting proposals from speakers for our 2018 Spring Conference who will provide high quality sessions focused on education. Session content should be based on the latest research with practical applications related to clinical, community, food service, agriculture & food production, technology in practice, education, public policy, consulting, sports nutrition, health & wellness, business & leadership, career development or professional communication.

If you are an experienced speaker with new research-based content to share with our attendees please consider submitting a proposal by the deadline of November 1, 2017. Late and/or incomplete proposals will not be considered. Sponsored speakers will be considered but the content must be educational and not commercial.

Evaluation Criteria

Proposals will be reviewed and scored by members of the CPI committee based on the following criteria:

- Is the topic timely and relevant to areas of interest of our members?
- Does the speaker provide an innovative perspective or a unique approach to the topic?
- Is the speaker a recognized expert in this topic area based on years of experience, research, or education?
- If the speaker is an RD, is he/she a member of the Academy of Nutrition and Dietetics?
- If the speaker is not an RD does he/she have other credentials that provide indication of expertise in the topic.
- Is there extensive peer-reviewed, published research supporting the science for this session, or does the proposal cite the need for more evidence before drawing conclusions?
- Is the session proposal based on providing level 2 or level 3 content according to the National Academy of Nutrition and Dietetics?
- Will the speaker use a dynamic presentation style to engage the audience based on past sessions/presentations?

Proposal Requirements

Proposals must be submitted using the Survey Monkey online proposal submission form, <https://www.surveymonkey.com/r/55GZWG3>. A complete proposal must include all of the following components, which are fields you will fill out when you complete the online form:

1. Speaker name and credentials, as you would want them to appear in the conference program and for marketing purposes.
2. Speaker title and affiliation
3. Speaker contact information, including mailing address, daytime phone, and email
4. Speaker agent or representative , if applicable.
5. Academy of Nutrition and Dietetics membership number, if applicable.
6. Speaker history at past CT Academy of Nutrition and Dietetics meetings or other affiliate or national academy meeting.
7. Sponsor company name, if applicable.

8. Sponsor contact representative name and contact information, if applicable.
9. Speaker compensation request.
10. Proposed session length and session type.
11. Suggested Title.
12. Session Abstract (less than 200 words, to be used for marketing purposes)
13. Three learning objectives
14. Speaker bio (less than 250 words to be used for marketing purposes and speaker introduction at conference, if the proposal is accepted)

All proposals must be submitted online at

<https://www.surveymonkey.com/r/55GZWG3>

by 5 pm on Thursday, November 1, 2017.

For Questions contact Pat Grace-Farfaglia, CPI Chair at Grace.Farfaglia@gmail.com