



## Presentation Proposal Guidelines

### A. Introduction

- a. Introduce topic
- b. Provide rationale for inclusion in conference curriculum. Remember, you are “selling” your idea to the conference planners. Therefore, be sure to include why your presentation is timely, relevant to the current conference theme and of potential benefit to attendees.
- c. Provide a scientific literature review supporting the professional relevance and importance of your topic.

### B. Proposal

- a. Fully describe the content of the proposed activity.
- b. Please remain aware of the theme and content of the conference. Be sure to relate the importance of your topic to the field of Medication Assisted Treatment for opioid use disorders and the opioid epidemic. There must be a direct connection between the content of your proposal and the conference theme.
- c. Be sure to relate the importance of your topic to your target audience.
- d. Describe all activities to be included in your proposed presentation.
- e. Describe your target audience.
- f. Include a description of the role of each presenter.
- g. Provide a timeline for speakers and attendee questions and dialog.
- h. Helpful hint for workshop submissions:
  - i. If your presentation content is compatible with some type of attendee interaction with presenters, having some time set aside for this during your workshop has been consistently requested by past conference attendees.
  - ii. Attendees appreciate having documents/information either electronically or in hard copy format they can leave with. However, they should support the presentation rather than being the presentation.