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**ABSTRACT SUBMISSION GUIDELINES**

Thank you for your interest in the **2020 Treatment Center Investment & Valuation Retreat.**

The meeting will be December 7–9, 2020 at the Fairmont Scottsdale Princess in Scottsdale, Arizona.

**[SUBMIT NOW](https://tinyurl.com/um37ev3)**

**SUBMISSION DEADLINE**All abstracts must be received by **Friday, March 28th** to be considered for inclusion in the 2020 agenda.

**TOPICS**

Retreat attendees are senior executives (CEOs, COOs, CFOs, board members, etc.) at primarily for-profit treatment programs in a variety of care and recovery environments, including outpatient, IOP/PHP, residential, inpatient, and sober living, as well as investors in these programs. We are seeking presentations that address topics such as:

* Effectively working with third-party payers
* Exploring new revenue streams and models
* Expanding into new service areas, such as autism services
* Managing staff for operational success
* Preparing a program for M&A activity
* Using technology to improve service delivery and financial performance
* Responding to new laws impacting the field
* Developing compliance and risk-management strategies
* Creating collaboration with primary care and other community stakeholders
* Planning for changing marketing demographics
* Evaluating return on investment of marketing and business development activities

The Retreat is not a clinical conference and does not offer continuing education credits. Sessions range between 45 and 60 minutes. Presenters address the full audience; there are not breakout sessions.

**EVALUATION CRITERIA**

Presentations submitted for TCIV will be evaluated on (but not limited to):

* Relevance to senior executives and investors in the addiction treatment community
* Diversity, quality, and depth of the topic
* Balance and objectiveness of the topic
* Learning format of the session
* Qualifications of the proposed faculty

**FORMATTING GUIDELINES**

Please adhere to the following formatting guidelines when submitting your proposal. Following these instructions helps us review your submission more efficiently:

TITLES  
o Do not use abbreviations   
o Format with “leading caps” where appropriate

For example:

GROWTH STRATEGIES FOR RURAL TREATMENT CENTERS

growth strategies for rural treatment centers

Growth Strategies for Rural Treatment Centers

LEARNING OBJECTIVES  
o Describe what the learner will be able to do as a result of attending your presentation  
o Use action verbs that describe measurable behaviors. For example, “List, Describe, Apply, Analyze, Assess” NOT “Know, Understand, Appreciate”

OVERALL  
o Please be as complete and descriptive as possible to avoid questions during the review

round.  
o Please use regular sentence formatting (capital letters where necessary, no CAPS

LOCK).

**SUBMITTER/SPEAKER INFORMATION**

In addition to the submitter, you can enter one additional presenter for a maximum of 2 presenters.

The submitter of the abstract will automatically be listed as the lead presenter on the proposed session. Please keep this in mind when drafting your submission.

In addition to providing contact information, we require all presenters provide the following with their abstract submission:

* Title/Affiliation as you would want it to appear on conference materials if your session is accepted
* Up to date resume or CV
* Headshot
* Disclosures

**REVIEW PROCESS**

All proposals and educational concepts will be reviewed, and the diversity, quality, and depth of the topics will be evaluated. Submissions are reviewed on a rolling basis; however, final determination as to which sessions will be selected does not occur until ALL abstracts have been submitted and reviewed.

**SELECTION PROCESS**

We are not able to accommodate all submissions. After a thorough review and thoughtful consideration, determinations will be made as to which submissions will be selected for inclusion in the agenda. Acceptance and denial e-mails will be sent to all submitters by **May 15, 2020**.

**Selected presenters will receive complimentary meeting registration.**

**QUESTIONS**

Please review our Frequently Asked Questions. If we do not address your question in this document, please e-mail Lauren Ero at lero@naccme.com.

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