



## Call for Presentations for WAAT Conference

To: All WAAT Members  
From: Jillian Greene  
WAAT Conference Committee  
RE: WAAT Conference  
Friday, November 3, 2017  
8:30 – 3:45 pm  
Keynote Speaker Dr. Timothy Fong  
The Olympic Collection  
11301 Olympic Blvd, Los Angeles, CA

The WAAT Board is now accepting proposals for workshops for the 5th WAAT Conference. **Workshop proposals should focus on Innovative Treatment for Addiction and Co-occurring Disorders.** Up to five people will be invited to present at the symposium. We are accepting proposals from WAAT members and non-WAAT members. Be sure to include what participants will take away from your presentation.

Target Audiences: Physicians, Nurses, Social Workers, Psychologists, Mental Health Counselors, Private Practitioners, Alcohol/Drug Educators, Trauma, Recovery Advocates, Marriage & Family Therapists, Employee Assistance Professionals (Workplace issues), Marketing Directors, Executive Directors.

Speakers will not receive an honorarium; however, this is an opportunity to showcase your services to a large and diverse audience in the field of addiction recovery.

All submissions must be electronic.

On the next page you'll find the submission requirements. Please be sure to submit all requested information or the Committee will be unable to accept your proposal.

**Please email your submission by May 25th, 2017 to [WAATAdmin@gmail.com](mailto:WAATAdmin@gmail.com)**

Warmest regards,

Jillian Greene and the WAAT Conference Committee

## **Call for Presentations Process**

**Call for Presentation Process Opens:** Presentations will be accepted starting immediately.

**Submission Deadline:** All presentation proposals for the WAAT conference must be submitted **by May 25th, 2017** via email using the criteria indicated below.

**Acknowledgement:** All presentation submissions will be acknowledged via email. **Review Period:** Proposals will be reviewed by the WAAT Speaker Selection Committee. If any reviewers have questions about the proposals, a committee member will contact those who submitted them.

**Review Guidelines:** All proposals will be reviewed according to specific criteria including:

- Submission of all criteria requested in the Proposal Submission Requirements
- Target Audience
- Relevance to attendees
- A well-defined topic with focused objectives
- Practical application of material
- Timeliness of topic
- Original material
- Overall perceived level and quality of session content
- Completeness of presentation proposal
- Speaker qualifications, including: previous presentations in topic area, participant evaluations of presenter(s) at previous events (if applicable) and speaking experience of presenter(s)

**Sales pitches for products or services disguised as proposals will be eliminated.**

### **Special Consideration when submitting your proposal.**

Workshops are presented to the following credentialing bodies for CE approval: MFT, LCSW, and CAADAC. There are specific guidelines to keep in mind when presenting your submission in order to meet those guidelines.

### **Notification:**

The WAAT Speaker Selection Committee will notify submitters of the status of their proposal by **June 15, 2017**.

Once all sessions have been selected, WAAT staff will contact the presenter directly to gather all materials required (contract, photo, bio, AV needs, sponsorship information, handouts and permission to record, etc.).

On site, all presenters are required to check in at Speaker Registration.

### **Speaker Benefits**

Promotion in electronic and print marketing materials

Visibility, recognition and credibility within the industry

New networking opportunities (your peers will acknowledge your expertise and experience)

Participation in the growth of your profession and industry

## **Speaker Obligations**

If your presentation is selected you are required to:

During your presentation, provide educational material ONLY and abide by WAAT's policies and procedures (i.e. Non-Commercial Policy)

Submit your photo (300 dpi), bio, presentation, handouts, and AV support requirements by the deadline dates. If you require equipment or services beyond the standard setup provided in each session room, you must get approval and may be charged an additional fee. The standard set-up is: seating around tables, LCD projector (which will display your uploaded presentation), screen, podium and microphone, panel table and microphones. **You must bring your own laptop.**

Speakers are responsible to bring their own handouts. WAAT will also make the handouts available on the WAAT website.

Allow WAAT to record your session.

Check in on-site at Speaker Registration to ensure that your final presentation is uploaded and displays properly with the AV equipment.

Failure to meet these requirements may result in cancellation of your session or no further invitations to participate.

## **THE WAAT SPEAKER SELECTION COMMITTEE RESERVES THE RIGHT TO:**

Select any - or none - of the submissions. A proposal may be exceptional, but inconsistent with the goals of the program committee, duplicate another session, be too costly, or prove otherwise unacceptable.

Change the length of time allotted to the presenter.

Make decisions based on limited meeting space.

Contact the applicants before, during and after the judging process for clarification.

## **Conference Theme**

Any topics in the field of treatment for addictions and co-occurring disorders addiction are acceptable for consideration.

## **Proposal Submission Requirements**

Proposals will only be accepted via email to Jillian Greene at [waatadmin@gmail.com](mailto:waatadmin@gmail.com). Please include the following information as your proposal. Failure to include all of the 9 items may result in the Speaker Selection Committee rejecting the proposal.

- 1) Target Audience (i.e., physician, therapist, nurse, all, etc) to which the presentation proposal is applicable
- 2) Presentation Title (10 word maximum)
- 3) Three Presentation Objectives
- 4) Three Questions (multiple choice or true/false) with answers
- 5) Presentation Description (250 word maximum)
- 6) Level of Instruction: (select one) Introductory, Introductory/Intermediate, Intermediate, Intermediate/Advanced, Advanced, All
- 7) Please gear your presentation length to 60 minutes.
- 8) Presenter bio (200 word maximum)
- 9) Contact information
- 10) CV

## **Questions**

Please contact Jillian Greene at 323/821-8194 or [waatadmin@gmail.com](mailto:waatadmin@gmail.com).