



NCCHC Call for Proposals Submission Preparation Checklist

This is not a submission form. Use this checklist to gather all required information before starting your online submission.

Lead Speaker Information

- ☐ Date of last presentation for NCCHC (conference name and year is acceptable)
- ☐ Contact information (email and phone only)
- ☐ Bio (100-word maximum)
- ☐ 1 page CV/Resume
- ☐ Disclosure of [financial relationships](#)
 - ☐ Name(s) & relationships of any [ineligible company\(ies\)](#)
 - ☐ Nature of Relationship (employee, researcher, consultant, advisor, speaker, independent contractor, royalties or patent beneficiary, executive role, ownership interest, stockholder.

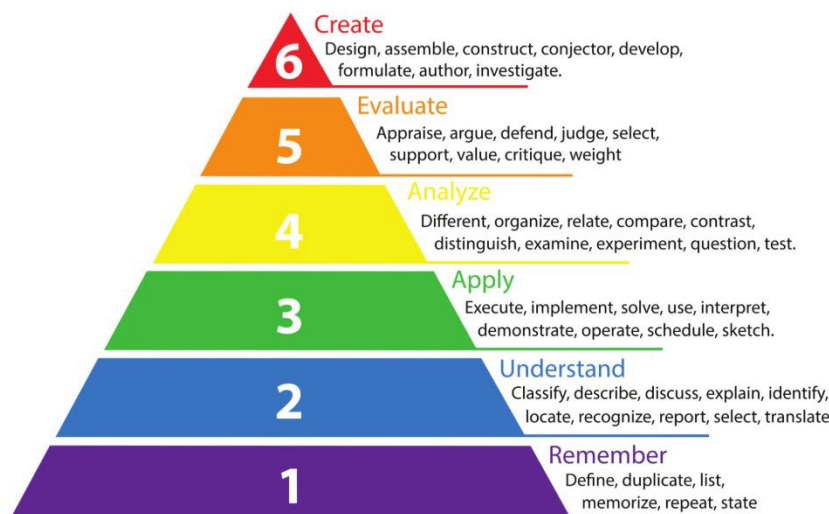
Presentation Details

Recommend reviewing the [CE Educator's Toolkit Worksheet Guide](#) prior to completing this section

- ☐ Presentation title
- ☐ Primary and secondary topic areas
- ☐ Selected presentation format ([review format descriptions in advance](#))
- ☐ Requested session length (15, 30, 60, 75, 90, 120 minutes)

Abstract & Learning Design

- ☐ Summary (for the program – max 75 words)
- ☐ Abstract (clear, concise description of your session – max 300 words)
- ☐ Three learning objectives using measurable/action verbs (not required for posters)
(e.g., *analyze, differentiate, implement*; refer to *Bloom's Taxonomy and Tips on Writing Learning Objectives*)





Additional Proposal Information

- ☐ Skill level: Basic, Intermediate Advanced
- ☐ At least three References under 10 years old (*for sessions appropriate for credit for psychologists, references should be from peer-reviewed journal articles*)

Interprofessional Approach

NCCHC encourages interprofessional education to promote collaboration and team-based care. Preference is given to sessions that demonstrate this approach; however, not all sessions are required to be interprofessional.

- ☐ Does your session include an interprofessional approach? *If yes:*
- ☐ Identify target audience(s):
 - ☐ Physicians
 - ☐ Nurses
 - ☐ Psychologists
 - ☐ Administrators
 - ☐ Custody Staff
 - ☐ Social Workers
 - ☐ Dietitians
 - ☐ Pharmacists
 - ☐ Physician Associates
 - ☐ Other
- ☐ Will multiple professions be involved in planning/development? (All professions do not have to serve as presenters but their participation should be included within the abstract & presentation)
- ☐ Select [interprofessional competencies](#) addressed ([IPEC Framework](#)):
 - ☐ Roles/Responsibilities
 - ☐ Values/Ethics
 - ☐ Communication
 - ☐ Teamwork

Diversity and Inclusion

- ☐ Does your session focus on a specific population?
 - ☐ If yes, describe how content is tailored
- ☐ Describe any health disparities, systemic barriers, or inequities addressed (*or explain why not applicable*)
- ☐ Agree to [NCCHC Position Statement on Use of Humanizing Language](#) within your presentation

Co-Presenters (if applicable)

The applicant is the Lead Speaker and should not be listed as a co-presenter. Presentations 75 minutes or less may include up to 2 co-presenters (3 presenters total). For presentations 90 minutes or longer with more than 2 co-presenters, provide additional co-presenter information via email to education@ncchc.org.



- ☐ Name, credentials, employer & email address only
(No phone numbers or CVs required at submission stage)

Final Tips

- ☐ Keep responses concise but specific
- ☐ Ensure alignment between abstract, objectives, and outcomes
- ☐ Emphasize practical application and real-world impact
- ☐ <https://ncchc.org/education-events/ncchc-call-for-proposals/>
- ☐ <https://ncchc.org/education-events/sample-call-for-proposals-submission/#researchpresentation>