



Call for Speaker Proposals
16th Annual DONA International Conference
August 5-8, 2010, Albuquerque, New Mexico

Please submit the following information in an **MS Word document file** (.doc) to Conference@DONA.org AND to Education@DONA.org. **Only electronic submissions will be considered.**

The complete proposal with speaker contact information (including phone, e-mail and mailing address) must be received **no later than November 30, 2009.**

All proposals should be for a 90-minute concurrent session and include the following information:

1. A COVER page, including:
 - Title of session
 - Speaker name with a brief 75-100 word narrative introduction
 - Brief description (50-75 words) of the 90-minute session
2. The session form provided (*ISNAActivityOutlineDONA*), including:
 - Three (3) objectives
 - A detailed outline of the presentation
 - Three (3) post test questions with answers. Questions should reflect objectives and must be TRUE /FALSE or multiple choice with only one correct answer. No fill in the blanks questions, please.
 - Resources and bibliography. Please use APA or MLA format.
 - Teaching method(s)
3. A CV or resume.
4. The completed speaker's bio form provided (*ISNABioDataFormDONA*).
5. References from two (2) people who have heard you present, ideally the proposed session.
6. A list of audiovisual requirements. ***DONA International will not provide laptops or LCD projectors for presentations, but can provide a screen.*** Available options for audiovisual equipment include a: support screen for your own LCD projector and laptop, white board, flip chart, DVD or CD player.

General Information for Speakers

A committee will review all proposals and make the selection of speakers and topics. All who have submitted proposals will be notified no later than January 15, 2010.

If selected, we ask that this topic not be presented by you in the 45 days prior to or after the DONA International Conference to any other childbirth educator, labor assistant or doula organization.

For each session to be presented, speakers agree to electronically submit up to eight (8) pages of handouts (including an outline and bibliography or references) OR a detailed outline in lieu of handouts (along with a bibliography or references) to support their presentation, for distribution to our conference attendees **no later than February 15, 2010**. Accepted formats include MS Word and Adobe PDF files with no less than one inch margins.

Applications submitted without all requisite information will not be considered. Please see the Submission Checklist.

General and concurrent sessions at DONA International conferences are recorded and duplicated for sale. Although speakers are encouraged to allow recording of their session(s), they may choose not to be recorded.

Selected speakers (for one (1) speaker per presentation) will receive:

- One (1) complimentary registration for the full 16th annual DONA International Conference, which will include:
 - A Welcome Reception on Thursday night
 - Breakfast on Friday, Saturday and Sunday
 - Refreshments breaks
 - Lunch on Friday and Saturday
 - Access to the Exhibit Hall
 - Access to General Sessions and Concurrent Sessions per your registration
 - All other materials or packet inserts conference attendees receive, including speakers' handouts
 - One (1) complimentary CD of your recorded session, if you agree to allow your session to be recorded
- Reimbursement for one (1) hotel night for one (1) speaker per presentation at the Hotel Albuquerque, Albuquerque, New Mexico at the conference single/double rate on the day of your presentation.

DONA International requests the right to keep proposals not selected for the 2010 Conference on file for reconsideration for the 2011 Conference.

DONA International 16th Annual Conference August 5-8, 2010, Albuquerque, NM Call for Speaker Proposals – Submission Checklist

Please use the following checklist to ensure complete and accurate submission of all application documents and session requirements:

- Cover page
 - Title of 90-minute session
 - Speaker name with a brief (75-100) word narrative introduction
 - Brief description (50-75 words) of the 90-minute session

- Session Information
 - Complete the *ISNAActivityOutlineDONA form with the following information:*
 - Three (3) session objectives
 - A detailed outline of the presentation
 - Three (3) post-test questions with answers. Questions should reflect objectives and must be True /False or multiple choice with only one correct answer. No fill in the blanks questions, please.
 - Resources and bibliography (APA or MLA format).
 - Teaching method(s)

- Speaker Information
 - Curriculum Vitae or Resume
 - Completed speaker bio form (*ISNABioDataFormDONA*)

- Audiovisual Requirements
 - Support screen for *your own LCD projector and laptop*
 - White board
 - Flip chart
 - DVD player
 - CD player

- Speaker References
 - Two (2) references from people who have heard you speak, ideally the proposed session

- If my proposal to present my session(s) is accepted, I understand that:
 - I will be required to sign a Speaker Statement of Agreement, which will outline my speaker perquisites and responsibilities, including agreeing to meet all deadlines.
 - I will be required to sign and submit an Audio/Visual Request Form.
 - I will be required to sign and submit a Release Form for Audio Recording and Duplicating of my session, with the option not to be recorded.
 - I agree to electronically submit up to eight (8) pages of handouts (including an outline and bibliography or references) OR a detailed outline in lieu of handouts (along with a bibliography or references) to support my presentation **no later than February 15, 2010.**