

Dear Members & Colleagues,

Have you implemented a new system, process or program that has had promising results in your long-term care community? Have you made changes that improved the quality of care or expanded the services available to your residents? Do you have an expertise that, if shared, could help Maine providers become more successful?

Now is the time to make your mark on the long-term care industry in Maine!

MHCA has an ongoing process for accepting proposals for educational presentations for our members, which includes 200+ nursing homes and assisted living/residential care providers (also known as private non-medical institutions or PNMI's) and 50+ associate organizations. This is a great opportunity to share professional insights, knowledge, success stories and ideas with others and truly make a difference for the residents we serve.

We plan regular in-person and virtual educational opportunities for members, as well as annual conferences. There are several options you may consider when submitting a proposal.

- **General Education:** We offer a variety of educational sessions throughout the year covering relevant and timely subjects that pertain to specific disciplines and/or have application across disciplines – administration, nursing, social services, food service, activities, maintenance, business office, and more. Workshops can be offered in a webinar format (as a stand-alone session or a series of topics covered over a specific timeframe) or in-person (in a half-day or full-day format).

[Proposals accepted on an ongoing basis.]

- **Assisted Living Conference:** This conference is designed for individuals serving in Maine's Assisted Living (AL), Residential Care, and/or Independent Living (IL) facilities. The goal is to offer up-to-date information on topics that are particularly relevant to their type of facility.

[Proposal accepted from January to March]

- **Leadership Symposium:** This conference is a one- or two-day event created for decision makers and leaders who oversee operations in Maine's care centers. The goal is to address current trends, regulations, challenges, and best practices pertinent to all levels of care.

[Proposal accepted from January to April]

- **Fall Health Care Conference & Expo:** This is MHCA's largest conference which, traditionally, draws 350-400 participants plus 70 vendors. This event includes educational sessions that appeal to many disciplines. Workshops range from 60 to 90 minutes long and cover a variety of relevant topics. In addition, we set aside time for attendees to visit the exhibit area to interact with vendors and learn about the industry-related products and services.

[Proposal accepted from January through May]

How to Submit Your Proposal

We recommend that you use MHCA's [Online Proposal Form](#) to submit your information. To complete the form, make sure you have all of the following information at hand:

- contact information,
- session length
- payment requirements (if applicable),
- target audience, and
- supporting documentation
 - program title/description,
 - speaker biography
 - speaker resume or curriculum vitae.

Program descriptions and speaker biographies must be written in paragraph form. For your convenience, we've included the templates below to offer guidance on what to include:

- **Program Title:** A brief, creative headline that catches attention and highlights the subject.
- **Program Description:** In 100-words or less, give an overview of the program. We recommend opening with some sort of "hook" (a question, statistic, trend, challenge, related to your topic). Include a brief description of what you intend to cover (topics for discussion). Highlight what attendees can expect to gain from attending. *Learning objectives are also welcomed.*
- **Speaker Biography:** In 100-word or less, tell them who you are. Include your full name, credentials (if applicable) and current job title. Describe what you do. Share a little about your professional background, education, special certifications and/or expertise. *Any previous experience presenting to similar audiences is also welcomed.*
- **Resume or Curriculum Vitae (CV):** For CEU documentation, each speaker must submit a resume or curriculum vitae highlighting your work experience, education and expertise.

For samples, we encourage you to visit the [Event Calendar](#) on our website to review the information we post for upcoming events.

If you have questions or need assistance, feel free to reach out to us at (207) 623-1146.

Warm regards,
Karen

Karen Michaud, Director of Education
Maine Health Care Association
kmichaud@mehca.org