

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 to present educational sessions and/or workshops to our members (skilled nursing facilities, nursing homes, assisted living providers, residential care facilities, boarding homes). 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.

Typically, we plan 30+ workshops every year plus a few annual conferences that members can attend “in-person.” In addition, we offer a monthly E-Learning Session (on the last Tuesday of the month) so there are several options you might consider.

- **General Education:** These are half-day or full-day programs offered throughout the year on a variety of topics that either pertain to a specific discipline or have relevance across disciplines. *[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 targets leaders and decision makers who serve in Maine and it draws enrollment from facilities that serve residents at all levels in the continuum of care. Topics typically appeal to owners, administrators, corporate executives, finance experts, managers, consultants, nurse leaders, etc... *[Proposal accepted from January to April]*
- **Fall Health Care Conference & Expo:** This is MHCA's largest conference which, traditionally, draws 350-400 participants plus 80 vendors (for the Expo). This event includes educational sessions that appeal to many disciplines. Workshops range from 45-105 minutes long and cover a variety of relevant topics. In addition, if you have products or services that our members could benefit from, you may opt to purchase a booth to participate in the Expo. *[Proposal accepted from January through May]*

How to Submit Your Proposal

You can either submit your proposal by email or visit our website to complete MHCA's [Online Proposal Form](#). In either case, you will be asked to provide all of the following (without exception):

- 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, catchy, creative headline that, in a few words, tells the reader what your session is about.
- **Program Description:** A 100-word description which (1) opens with a question or highlights a statistic, trend, issue or challenge in long-term care that you intend to address, (2) provides a brief description of what you intend to cover, (3) includes a list of topics for discussion, and (4) closes with a statement about the value attendees can expect to gain from attending.
- **Speaker Biography:** A short biography (100-word) is required for each speaker. In addition to your full name, credentials and current job title, your biography should include a brief description of your role and responsibilities, professional background, education, special certifications and/or expertise, and any previous experience presenting to similar audiences.
- **Resume or Curriculum Vitae (CV):** For CEU documentation, each speaker must submit a resume or curriculum vitae highlighting your professional background, 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, contact MHCA at (207) 623-1146 or email me at kmichaud@mehca.org.

Best regards,
Karen

Karen Michaud, Director of Education
Maine Health Care Association