



DONA INTERNATIONAL
SUMMIT

**CALL FOR
SPEAKER
PROPOSALS**



DONA INTERNATIONAL SUMMIT

2018 DONA INTERNATIONAL SUMMIT CALL FOR SPEAKER PROPOSALS

The 2018 DONA International Summit will be held as a two part event, beginning with an in-person meeting in Fort Lauderdale, FL, offering an opportunity for doulas from around the world to come together in one of the Sunshine State's most diverse, multicultural cities. Additionally, for the first time, DONA International will offer a virtual summit to follow up the in-person meeting on August 4, 2018 with on demand viewing through October, 2018.

Call for Speaker Proposals:

DONA International's Speaker Selection Team is looking for evidence-based presentations that provide transferable skills to our summit in-person and virtual attendees. We invite doulas, doctors, midwives, childbirth educators, physical therapists, researchers, authors, lactation consultants, administrators, professors, policy makers, entrepreneurs, coaches, social workers and birth advocates to share your expertise by submitting a speaker proposal.

Deadline:

The deadline for all submissions is April 20, 2018. After complete review, The DONA International Speaker Selection Team will notify the individual(s) regarding acceptance by May 11, 2018.

Selection Process:

Each proposal is initially reviewed and ranked by the speaker selection committee first for completion of the application, compliance to the DONA International Standards of Practice and Code of Ethics and for conflict of interest.* Any proposal that is not completed, not congruent with the Standards of Practice and Code of Ethics or marked for conflict of interest will be removed for further consideration.

Next, the speaker selection team ranks the remaining proposals based on the following categories:

- Birth Doula Interest
- Postpartum Doula Interest
- Business and Mentoring
- Evidence-Based Practices and Research
- Relevance and Fresh Topics or Fresh Approach to Topics

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While it is a “quality problem” for our industry, there are always more positively ranked proposals than there are slots available. Those with the highest ranking that fulfill our category needs are selected.

Why submit a proposal for the DONA International Summit?

- You’ll increase your confidence and experience as a presenter.
- You’ll gain recognition as an expert in your field and gain exposure as a speaker.
- You’ll be sharing your ideas and expertise with a far-reaching network of connected maternity care professionals.

*DONA International Code of Ethics and Standards of Practice

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**24TH ANNUAL DONA INTERNATIONAL SUMMIT
JULY 19 – 21, 2018 . FORT LAUDERDALE, FL**

AUGUST 4, 2018 . VIRTUAL SUMMIT

**PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTATION TO
CONFERENCECOORDINATOR@DONA.ORG NO LATER THAN APRIL 20, 2018. ONLY
ELECTRONIC SUBMISSIONS WILL BE CONSIDERED.**

Applications submitted without all the requisite information will not be considered.

Please see the Speaker Submission Checklist, provided.

DONA International has a diverse membership, no less diverse than the families that we serve. We ask that speakers make an effort to reflect that diversity in any images chosen for their presentation.

All proposals for in-person presentations should be approximately 90 minutes. Proposals for virtual sessions should be 60 minutes in a format suitable for online viewing (i.e. voice over slides, webcam, computer demo or video) and must include the following information:

1. The completed Speaker Biographical Form, provided
2. A curriculum vitae or resume
3. Written references from two (2) people who have heard you present, ideally the proposed session, along with their contact information and credentials
4. A brief (2-5 minute) video recorded demo of highlights of your presentation (virtual presenters only)
5. The Cover Page Form, provided, which includes
 - Title of the session
 - Speaker's name with a brief (75-100 words) narrative introduction
 - Brief description (50-75 words) narrative introduction
 - Teaching methods

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6. The Session Form, template provided

- Insert the appropriate session content as a substitute for the bracketed instructions. Please note that this document must be submitted in print-ready format, with no less than one inch margins, in an MS Form document file (.doc or .docx) and will be used, as is, for publication as your minimum conference handout. The Form must include:
 - Three (3) learning objectives (minimum/maximum)
 - A detailed outline of the presentation
 - Resources and/or bibliography (APA or MLA format)
 - Three (3) post test questions with answers (minimum/maximum). Questions should reflect the objectives and must be true/false or multiple choice with only one correct answer. No fill-in-the-blank questions, please.

If you are selected to present your session,

You must agree not to present this topic to any other childbirth educator, labor assistant or doula organization in the three (3) months prior to or after this DONA International Summit. We also request that chosen presenters agree to utilize their contact list to help promote the conference by marketing their session on social media as well as in email marketing campaigns.

You must submit a professional headshot and bio within one (1) week of notification.

You will receive a packet containing a Speaker Statement of Agreement, a W-9 Request for Taxpayer Identification Number and Certification (US citizens only) and instructions for submitting any additional handouts or Power Point slides to support your presentation for distribution to our conference attendees.

For each session to be presented, speakers can submit up to twelve (12) pages of handouts to support their presentation and for distribution to our conference attendees. These handouts will consist of the Session Form submitted with the speaker's proposal at minimum, **plus any additional handouts or Power Point slides to support the presentation**. All Power Point slides must be formatted on the theme template provided by DONA International. Power Point slides submitted as additional handouts must be

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formatted as a handout document, six slides per page, vertical orientation, Power Point and any other additional handouts may be submitted as a Power Point document, MS Word document or PDF document. All handouts must be submitted electronically via e-mail. **Additional handouts, or confirmation that no additional handouts will be submitted, must be received no later than June 1, 2018.**

Virtual Session Proposals Only:

Virtual session speakers will be responsible for submitting their recorded sessions **no later than June 15, 2018**. You can use your own software, or one of several free or low-cost options of varying qualities for remote recording and are bandwidth dependent that DONA can suggest. If you require technical assistance, DONA International's event production staff is available to provide a brief tutorial via a complimentary conference call scheduled during normal business hours well in advance of the deadline.

Some general and concurrent sessions are available in the following calendar year as webinars. If the speaker's session is requested for future webinar viewing, you will be approached and a final slide added to your session with contact information for viewers. Speakers will be required to sign a release authorizing DONA International's use of their recorded sessions and materials.

Selected session speakers (one (1) speakers per presentation) will receive:

IN-PERSON:

- A \$600 honorarium for a concurrent presentation
- One (1) non-transferable complimentary one-day conference registration

VIRTUAL:

- A \$1,000 honorarium for a keynote presentation
- A \$500 honorarium for a concurrent presentation
- One (1) complimentary MP4 download of your recorded session

DONA International requests the right to keep proposals not selected for the 2018 conference on file for reconsideration for a future conference or educational offering.

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Please use the following checklist to ensure complete and accurate submission of all application documents and session requirements no later than April 20, 2018:

Speaker information

- Completed Speaker Biographical Form, provided
- Curriculum vitae or resume
- Written references from two (2) people who have heard you present, ideally the proposed session, along with their contact information and credentials
- A brief (2-5 minute) video recorded demo of highlights of your presentation (not required if you presented at a previous DONA International conference) VIRTUAL CONFERENCE ONLY

Cover Page Form, provided

- Title of the session
- Speaker name with a brief (75-100 words) narrative introduction
- Brief description (50-75 words) of the session
- Teaching methods

Session information

- Completed Session Form, template provided, in an MS Word document file (.doc or .docx) with the following information:
 - Three (3) learning objectives (minimum/maximum)
 - A detailed outline of the presentation
 - Resources and/or bibliography (APA or MLA format)
 - Three (3) post-test questions with answers (minimum/maximum). Questions should reflect the learning objectives and must be true/false or multiple choice with only one correct answer. No fill-in-the blank questions please.

If my proposal to present my session is accepted, I understand that:

- I will be required to sign a Speaker Statement of Agreement, which will outline my speaker prerequisites and responsibilities, including agreeing to **meet all deadlines** and a release for recording and duplicating of my session and to be available for chat rooms the day of my session
- I agree to submit electronically via email up to twelve (12) pages of handouts to support my presentation or confirm that I will not be submitting additional handouts, **no later than June 1, 2018**

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- These handouts will consist of the Session Form submitted with the speaker's proposal, at minimum, **plus any additional handouts or Power Point slides to support the presentation**
 - The accepted format for the Session Form, provided in an MS Word document file (.doc or .docx) with no less than one-inch margins
 - Power Point slides submitted as additional handouts must be formatted as a handout document, six slides per page, vertical orientation
 - Power Point and any other additional handouts may be submitted as a Power Point document, MS Word document or PDF document
- I understand that if I fail to submit additional handouts by the **June 1, 2018** deadline, they will not be distributed to conference attendees
- I agree to submit an electronic recording of my session no later than **June 15, 2018**
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SESSION SPEAKER BIOGRAPHICAL FORM

Name, Degrees, Credentials: _____

Street Address (home or business): _____

City: _____ State: _____

Zip/Postal Code: _____

Country: _____

Day Telephone: _____ E-mail Address: _____

Website Address: _____

Employer and Position/Title: _____

Proposed Session Title: _____

Describe your expertise in this topic: _____

Names, credentials, and contact information of two (2) people who have heard you present, ideally the proposed presentation, and whose references you will submit: _____

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CONFLICT OF INTEREST DISCLOSURE

I hereby disclose the presence, absence or perception of any potentially biasing relationship of a financial, professional or personal nature.

_____ Yes _____ No – Within the past twelve (12) months, I or a family member received a salary, royalty, speaking honorarium, research appointment, board of director remuneration or consulting fee from, or own stock in, an organized product or service is discussed during my presentation, which would be perceived as a conflict of interest.

_____ Yes _____ No – There is the potential for personal or professional benefit from making this presentation (i.e., employed by a proprietary company presenting the learning activity, written a book on the topic, provided consultant services related to the topic, etc.).

If the answer to either statement is “yes,” please describe the perceived conflict, the person(s) or entity(ies) involved and any affiliations thereto: _____

I agree to disclose any potential conflict of interest during my presentation in the following way(s) (ex.: handouts, audiovisual presentation, verbal declaration, program advertising, etc.).

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SESSION SPEAKER COVER PAGE FORM

Name, Degrees, Credentials: _____

Session Title: _____

Session Length: _____

Brief narrative introduction of the speaker (75-100 words): _____

Brief description (50-75 words) of the 60-minute session accompanied by a 2-5 minute recorded demo of highlights of the session VIRTUAL CONFERENCE ONLY: _____

Teaching methods: _____

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SESSION _____

[Session Title]

[Speaker's Name, Credentials]

LEARNING OBJECTIVES:

At the end of the session, the learner will be able to express the following:

1. [Learning objective one]
2. [Learning objective two]
3. [Learning objective three]

OUTLINE

[Provide a detailed outline, including the content supporting each objective]

RESOURCES [OR BIBLIOGRAPHY]

[APA or MLA format]

POST-TEST QUESTIONS AND ANSWERS

1. [True/false or multiple choice question one, reflective of the objective]
Answer: [provide answer]
2. [True/false or multiple choice question two, reflective of the objective]
Answer: [provide answer]
3. [True/false or multiple choice question three, reflective of the objective]
Answer: [provide answer]