



MINNESOTA NETWORK OF  
HOSPICE & PALLIATIVE CARE

Honoring our Past,  
**Building**  
*our Future*

MNHPC Annual Conference  
April 5-7, 2020 | Saint Paul RiverCentre



## MNHPC 2020 Annual Conference: Call for Proposals

“Honoring our Past, Building our Future”

April 5-7, 2020  
Saint Paul RiverCentre  
175 W Kellogg Blvd  
St Paul, MN 55102

**Deadline to Submit: October 15th, 2019**

### Conference Goal

The goal of the MNHPC Annual Conference is to advance the knowledge of healthcare professionals who provide serious illness and end-of-life services.

### Target Audience

The MNHPC Annual Conference hosts over 1,000 attendees. The conference is

designed for nursing, administration, music therapy, physical therapy, chaplaincy, medicine, occupational therapy, social work, physician assistants, home health care, and volunteers.

### Areas of Emphasis and Topic Ideas

Proposals are encouraged, but not limited to, the following topic areas:

Culturally Appropriate Care	Marketing and Fundraising
Ethics	Mental Illness
Family Dynamics and Trauma	Optimizing the Team
Health Access and Community Engagement	Pain and Symptom Management
Innovations in Hospice and Palliative Care	Regulatory Review
Innovations in Service Delivery	Team Dynamics and Self Care
Workforce Development and Retention	Volunteer Management

### Presentation Types

#### Workshops

60 or 75 minute sessions. Must include participant involvement, emphasis on application of the material presented using simulations, exercises, and tools that support the learning experience.

#### Concurrent 75

75 minute sessions. Explore topics in-depth, discuss application of detailed approaches, tools, strategies or information and may include up to 3 presenters. Includes 10-15 minutes for questions/discussion.

#### Concurrent 60

60 minute sessions. Provide pertinent topical information, discuss successful strategies and/or provide tools/resources that can be replicated in other settings. Includes 10-15 minutes for questions/discussion.

### Presentation Levels

#### Fundamental Proposals

Must contain experience-based learning scenarios (may contain case studies) and introduce participants to basic strategies, resources or tools. Designed for attendees who are new to hospice and palliative care (i.e. those who meet the criteria for novice competency, based on NHPCO's Interdisciplinary Team Competency Grid) and/or those relatively new to presenting.

## Proficient Proposals

Must contain case studies or experience-based learning scenarios and introduce participants to strategies, resources or tools. May introduce innovative new approaches, technologies, delivery systems, or provide current information on critical and timely topics. Designed for a broad range of attendees at all levels, but particularly for those who meet the criteria for proficient competency, based on [NHPCO's Interdisciplinary Team Competency Grid](#).

## Advanced Proposals

Must contain case studies or experience-based learning scenarios and are grounded in evidence-based knowledge. May introduce innovative new approaches, technologies, delivery systems, or provide current information on critical and timely topics. Designed for attendees with in-depth experience/knowledge in the topic or field of study (i.e. those who meet the criteria for expert competency, based on [NHPCO's Interdisciplinary Team Competency Grid](#).)

## Number of Presenters

The maximum number of presenters per session is 3.

## How to Submit a Proposal

MNHPC uses an online submission platform. All proposals should be submitted through the online portal. Please note that you cannot save and return to your submission. It must be completed in one sitting. [Click here to submit](#).

## Elements of the Proposal

### Presenter Information

Provide your name, address, email address, phone number, organization, position, and credentials. For sessions with multiple presenters, one presenter will be identified as the lead presenter. All presenters will be listed with credentials, but the lead presenter is the main point of contact for the education and training committee.

### Education and Experience

Provide degree and certification information and a brief description of your experience, continuing education, or other information that qualifies you for your role as presenter.

### Co-Presenter Information

Provide contact, education, and experience information for each co-presenter.

### **Presentation Information**

Choose a primary [area of emphasis](#), and identify your presentation type, level, and target audience. Identify if your presentation is designed to address hospice, palliative care, or both. Give your presentation title, a brief description, and 2-3 learning outcomes.

### **Learning Engagement Methods**

You will be asked to identify the learning engagement techniques you will use in your session.

### **Repeating Session**

You will be asked if you are willing to repeat your session.

### **Proposal Review, Selection, and Notification**

Proposals are reviewed by the MNHPC Education and Training Committee. Pre-conference and plenary speakers are invited by MNHPC staff and are not selected through this call for proposals. Reviewers score proposals based on: clear objectives that are measurable, presenter expertise, audience appeal, identification of practice gaps, relevance to conference theme, and appropriate use of learner engagement strategies.

Proposals submitted by individuals working in commercial interest organizations will not be accepted if the content relates to healthcare goods or services consumed by, or used on, patients that are produced, marketed, re-sold, or distributed by the commercial interest organization.

The education and training committee reviews proposals in November. Notification of selection, decline, or wait list status will be emailed by the end of November.

### **Presenter Registration and Expenses**

Presenters receive complimentary registration on the day they present and reimbursement for travel at \$0.50 per mile up to \$150. All presenters must register for the conference.

### **Session Materials**

All conference materials must be reviewed and approved by MNHPC prior to the conference and must comply with ANCC and ACCME guidelines. Deadlines for speaker materials will be communicated and must be met. Materials not submitted to MNHPC for review in advance may not be shown or provided in conference sessions.

### **Disclosure of Relevant Financial Relationships with Commercial Interests**

MNHPC follows the standards of the Accreditation Council for Continuing Medical Education (ACCME) and the American Nurses Credentialing Commission (ANCC) to ensure that our program is absent of bias and conflicts of interest. All planners and presenters must disclose all relevant financial relationships with commercial interests. Disclosed relationships are reviewed for conflicts of interest, and if a conflict exists, MNHPC works with the presenter to resolve the conflict. If the conflict is not resolved or if a presenter refuses to disclose relevant relationships, the session will be removed from the program.

MNHPC will NOT, under any circumstances, accept proposals that promote a speaker's product, service, or monetary self-interest. MNHPC takes the responsibility for ensuring that our conferences are free from commercial bias seriously and will decline proposals that do not adhere to this policy.