



Recognized as the World Leader in Animal Chiropractic

# AMERICAN VETERINARY CHIROPRACTIC ASSOCIATION

## 2010 CALL FOR SPEAKERS – ANNUAL CONFERENCE 2010

**REQUIREMENTS:** To be considered as a conference speaker, you must first submit your syllabus/proposal in a Rich Text Format (RTF) or MSWord 02 or earlier version (.doc) document no later than March 1, 2010 to the AVCA office. Your submittal must contain the following:

- Accurate Title and a 100-word lecture description including relevance to animal chiropractic, plus five specific learning objectives. These objectives should address what attendees will learn as a result of attending your session.
- One completed submittal form per topic.
- Lecture hours are 50 minutes in length. 10 minute break required each 50 minutes.
- Recommended audience(s) and level of your presentation.
- Prerequisite list for advanced courses.
- Teaching Method – interactive, lecture, etc.
- PowerPoint or Visual Presentation is Required.
- Length of time for lecture and/or lab. (Labs must have introductory lecture.)
  - Horses and dogs will be available for demonstration and/or hands-on lab.
  - If submitting for lab, realistic number of participants you can teach.
- Contact names and titles, addresses, email and phone numbers of two associations, AVCA accredited programs, educational institutions, companies, or sponsors for which you have been a speaker, preferably within the last three years, as well as past course titles.
- Speaker bio or curriculum vitae (300-word maximum).
- Speaker's complete contact information.
- Name, title, mailing address, phone, fax and email of any co-presenter(s).

### TIMELINES:

- **March 1, 2010** Deadline for submission applications.
- **March 26, 2010** - Selection results sent to submitters
- **April 15, 2010** - Speaker agreements, bios and A/V requests due.
- **July 1, 2010** - Handouts/Presentation due. (In requested format.) All submissions must be emailed or mailed on CD in the above mentioned format with accompanying hard copy to be received in the AVCA office. Faxes will NOT be accepted.
- **November 2010** – Southwestern Location – To Be Announced

### EVALUATION PROCESS:

We are looking for a well-defined program encompassing animal chiropractic. Presentation submittals will be evaluated on the following criteria:

- overall quality
- depth and “how to”
- relevance to animal chiropractic
- defined focus for the identified audience
- practical applications of ideas
- examples of how effects are achieved
- timeline of presentation
- past attendee ratings (if applicable)
- good overall mix
- presentation method

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PHONE: 918-784-2231 • FAX: 918-784-2675

WWW.ANIMALCHIROPRACTIC.ORG

## *AVCA 2010 Speaker Call and Submission Application*

**NOTE:** Your presentation must not be a sales pitch for any services, products, program, seminar, institution, practice, association or company and may not include corporate logos on slides. AVCA has the right to modify content, including session titles, session descriptions, and final presentations for association, conference, business and marketing purposes. If the AVCA receives a substantial number of complaints that your presentation was in any way considered commercial this will impact future speaker selection of you or anyone in your practice, institution or company.

### **EXPENSE REIMBURSEMENT:**

Not only is it an honor to have you submit to speak at the AVCA Conference, it is a privilege to present to one's peers.

- Complimentary Conference Registration
- Complimentary Admittance for 1 to AVCA evening get-together buffet
- Hotel lodging is provided the night before Speaker's lecture/s.
- Meal per diem is paid to the main presenter only.
- Speakers lecturing 4 or more hours: Coach class air fare, booked 30 days prior to travel from your main/primary residence/home to the conference site, will be reimbursed with a dated copy of the airfare charges. Any fees that result from changes made to flight arrangements after booking will be your responsibility. If there are co-presenters, coach class airfare is paid for main presenter only. No air fare reimbursement for Speakers living within 150 miles of the conference site.
- Speakers lecturing 4 or more hours: Reimbursement for mileage expenses is at the Standard Internal Revenue rates in effect at the time of the conference. Said reimbursement is not to exceed the cost of a basic round-trip airline ticket purchased 30 days in advance from your main/primary residence/home to the conference site. There is no mileage or travel reimbursement for speakers living within 100 miles of the conference site.

If you wish to donate your airfare, lodging, conference registration, and/or meal per diem, or a portion of these expenses, please make a notation. Thank you very much.

### **IF YOU ARE SELECTED:**

Speaker Agreement will be sent to you. The following additional items are required as part of the Speaker Agreement. Strict deadlines apply.

- 150-word speaker bio for on-site introduction and use in advertising
- Lecture/s Title and 40 - 60 word synopsis for use in advertising – **MUST** give accurate description of lecture and/or lab
- Passport type photo
- Signed Speaker Agreement
- Additional audio/visual needs form

Please complete the Submission Form and return to the AVCA Office no later than March 1, 2010.

Contact: If you have any questions, please contact the AVCA office at 918-784-2231

Thank you for your consideration in submitting for the AVCA Annual Conference.

2010 SPEAKER SUBMISSION APPLICATION  
ANNUAL CONFERENCE 2010

November 2010 – Southwestern Location – To Be Announced

Thank you for submitting to speak at AVCA's 2010 Annual Conference.  
Please use a separate form for each lecture topic and/or lab.  
Submission Deadline March 1, 2010. Mail or Email. Faxes will NOT be accepted.

SPEAKER INFORMATION

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Speaker's Name/Title:

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Organization (if applicable):

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Address:

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Address 2:

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City/State/Province/Postal Code:

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Country: USA

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Daytime Phone:

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Evening Phone:

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Mobile Phone:

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Fax:

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E-Mail Address:

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Accurate Lecture/Lab Description (Include Title and a 100-word lecture description indicating relevance to animal chiropractic):

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Teaching Method:

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Learning Objectives:

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1.

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2.

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3.

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4.

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5.

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**Speaking References:** Attach contact names and titles, addresses, email and phone numbers of two associations, AVCA accredited programs, educational institutions, companies, or sponsors for which you have been a speaker, preferably within the last three (3) years, as well as past course titles.

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**Attach** Speaker bio or curriculum vitae (300-word **maximum**).

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By submitting this abstract, I attest that I am the owner of all content and have the authority to grant AVCA permission to include my presentation paper, the title of which is noted above, and any other materials distributed or displayed at my presentation together in a compilation of conference proceedings and handouts. I understand that if my proposal is accepted, I am required to submit handouts, biographical information, audio/visual requests and other required information by the deadlines AVCA establishes. I understand AVCA does not provide an honorarium or presenter expenses. AVCA will reimburse coach class air fare\* (booked 30 days prior to travel) or mileage expenses\*\* for speakers lecturing 4 or more hours. AVCA will provide hotel lodging the night before my lecture/s, and provide a meal per diem\*\*\* for day/s of lecture, complimentary conference registration and 1 admittance to AVCA evening get-together buffet.

Signature:

Date:

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*If you have any questions, please contact the AVCA office at 918-784-2231 before March 1, 2010.*

*\*Speakers lecturing 4 or more hours: Coach class air fare, booked 30 days prior to travel from your main/primary residence/home to the conference site, will be reimbursed with a dated copy of the airfare charges. Any fees that result from changes made to flight arrangements after booking will be your responsibility. If there are co-presenters, coach class airfare is paid for main presenter only. No air fare reimbursement for Speakers living within 150 miles of the conference site.*

*\*\* Speakers lecturing 4 or more hours: Reimbursement for mileage expenses is at the Standard Internal Revenue rates in effect at the time of the conference. Said reimbursement is not to exceed the cost of a basic round-trip airline ticket purchased 30 days in advance from your main/primary residence/home to the conference site. There is no mileage or travel reimbursement for speakers living within 100 miles of the conference site.*

*\*\*\*Meal per diem is paid to the main presenter only.*

*Hotel lodging is provided the night before Speaker's lecture/s. Complimentary Conference Registration Complimentary Admittance for 1 to AVCA evening get-together buffet*

*If you wish to donate your airfare, lodging, conference registration, and/or meal per diem, or a portion of these expenses, please make a notation. Thank you very much.*

Return to AVCA by Mail: 442154 E 140 Rd, Bluejacket, OK 74333 or by E-mail: [avca@junct.com](mailto:avca@junct.com)  
Faxes will NOT be accepted.