

Senior Living Executive Conference Proposal Guidelines

SESSION FORMAT

All breakout sessions at the 2024 Senior Living Executive Conference are allotted a total of 45 minutes, which we recommend allocating between a 30-minute lecture and 15-minute Q&A period at the end. If accepted, please make sure your proposed session is designed to fit within this time frame.

Proposed sessions should be timely, actionable, and relevant to the Senior Living Executive Conference audience.

INFORMATION REQUESTED AND GUIDELINES

Speakers (*please limit speakers to 4 per session, which includes the moderator*)

Please be prepared to submit the following details for each proposed speaker:

- Personal and contact details, including: full name, phone number, and address
- Professional information, including: title, company names, credentials
- Bio
- Headshot

All proposed speakers should be qualified subject matter experts, engaging, and knowledgeable of adult learning best practices.

Session Details

- **Session title** that clearly explains what the session will cover. Please do not use abbreviations and use leading caps.
- **Session description** that is a maximum of 300 words, describes what attendees should expect to learn, and how it is relevant to pressing issues in the senior living industry.
- **Learning objectives** that clearly describe what the attendee will learn or be able to do as a result of attending your session. Strong learning objectives are measurable and contain action verbs to describe outcomes.

You will also be asked to identify which topic area your session should fall under. Topic areas are as follows:

1. **Sales & Marketing**
2. **Quality Improvement & Risk Management**
3. **Operations**
4. **HR & Workforce**
5. **Resident Engagement & Clinical Wellness**

6. Dining & Hospitality
7. Finance & Development
8. Leadership
9. Technology

PLEASE NOTE

- Ensure that your proposal is complete, clear, and descriptive as possible and that you use complete sentence formatting. Incomplete submissions will not be accepted.
- Senior Living Executive Conference does not pay conference registration fees (conference registration is required to present), honoraria, travel, per diem or other costs for speakers. In addition, speakers are responsible for all expenses incurred in the development and implementation of their presentation(s).
- Industry supplier proposals will only be considered if it includes an Operator/Operator presenter and focuses on a case study.
- All proposals are subject to review of the Senior Living Executive Conference Steering Committee and internal staff members.

The Abstract Proposal Portal can be found [here](#).

If you have any questions, please contact Madeleine Healy at mhealy@hmpglobal.com