Please consider the items below prior to submitting a proposal.

- Should you be selected to speak at this NHPCO conference, we ask that you view the opportunity as an important commitment and ensure that you meet all requests and deadlines, and that you deliver the presentation as scheduled. By sharing your expertise, you make a valuable contribution to the end-of-life care field.
- All faculty are required to register for the conference and pay the applicable registration fee. All faculty are responsible for making their own travel and hotel arrangements and for conference related expenses. Discounted faculty registration rates: Full Conference: $550; One day: $300
- In order to achieve a balanced conference program, NHPCO will determine the day and time at which sessions are scheduled. Faculty must be able to speak on the day assigned. NHPCO reserves the right to change the length of any session. If this occurs, faculty will be notified and asked to adjust their content accordingly.
- NHPCO reserves the right to edit, publish and duplicate any information provided in this call for proposals as well as any subsequent information such as handouts and presentation materials, without restrictions.
- All faculty agree to provide NHPCO with electronic copies of their PowerPoint slides prior to the designated deadline. All materials provided in conference sessions must be reviewed and approved by NHPCO prior to the conference. As a result, deadlines for session handouts and slides are scheduled well in advance of the conference. Materials not submitted to NHPCO for review in advance may not be shown or provided in conference sessions.
- NHPCO provides laptop computers and standard audio-visual equipment for all presentations. Additional information will be provided on the Faculty website.
- NHPCO reserves the right to audio and video record or photograph live presentations, including educational sessions without restrictions.
- All presentations at NHPCO conferences must adhere to NHPCO’s Content Validation Policy. Specifically, all suggestions or recommendations involving clinical medicine and practice must be based upon evidence that is accepted within the medical profession. In addition, all scientific research referred to, reported or used in a conference session must conform to the generally accepted standards of experimental design, data collection and analysis.
- NHPCO faculty is expected to refrain from overt statements, harsh language or pointed humor that disparages the rightful dignity and social equity of any individual or group.
- Not all NHPCO programs use a formal call for proposals process, we are always looking for great session ideas and dynamic faculty. These proposals will be reviewed for use at the conference; and may be shared with NHPCO staff for possible use in other educational programs.