

LAC22 Faculty Agreement

Please carefully 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, ensure that all requests and deadlines are met, and that the presentation is delivered 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. Faculty will be offered a discount off the full conference pricing.
- If applicable, all faculty are responsible for making their own travel and hotel arrangements and/or for conference related expenses.
- Should we ask for your presentation to be in-person, and 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.
- Should we ask for your presentation to be delivered virtually, you may either record on your own or with the help of NHPCO. If you ask NHPCO to record your session, we will determine the day and time for a pre-recording. We ask that faculty make every effort to record on the day and time 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 in-person presentations. NHPCO will not provide any material required for recorded, virtual sessions. Additional information will be provided on the Faculty Service Center.
- NHPCO reserves the right to audio and video record or photograph live presentations, including educational sessions without restrictions.
- All presentations at NHPCO conferences are expected to be fair and balanced, and that any clinical content presented supports safe, effective patient care. This includes the expectations that:
 - All recommendations for patient care in accredited continuing education must be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.
 - All scientific research referred to, reported, or used in accredited education in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation.

- Although accredited continuing education is an appropriate place to discuss, debate, and explore new and evolving topics, these areas need to be clearly identified as such within the program and individual presentations. It is the responsibility of accredited providers to facilitate engagement with these topics without advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning.
- Content cannot be included in accredited education if it advocates for unscientific approaches to diagnosis or therapy, or if the education promotes recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients.
- 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.
- NHPCO may use virtual recordings of any presentation in the following formats: Displaying on NHPCO's online-learning portal (End-of-Life Education Online – E-OL) for purchase. The site is password protected and secure; the video cannot be copied nor downloaded. The recording will be available for twelve-months from the recorded date. Replication of the content, including slides and handouts, on MP4s for distribution and sale to the hospice and palliative care community. Conversion of the content with reformatting of slides to a distance learning product that will be sold through NHPCO's E-OL (End-of-Life Education Online education program).
- NHPCO will own the copyright for all recordings, but faculty is granted non-exclusive rights to the intellectual property, content, and slides/handouts therein. It is understood that such property may, in the future, be published or utilized for other professional use and be copyrighted by faculty or the entity responsible for publishing it. This does not negate NHPCO's copyright of the Conference, nor does it infringe upon that copyright.
- Should faculty wish to obtain a copy of their recording, one complimentary copy will be made available to all faculty after the session is aired. Any recordings are not permitted for redistribution