**NLN Affiliated Constituent League**

**Policy and Procedure**

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| policy number | **8.3** |
| policy name | Speaker Proposal Submissions |
| **date of origin** | (Date) |
| purpose | * To create a league speaker repository to enhance long-range educational planning. |
| 1. **policy** | Top of Form  **Speaker Benefits & Requirements**  The XXX League for Nursing’s Professional Development Committee’s goal is to create consistent, remarkable experiences for league members that will inspire personal and professional excellence, through a diversity of relevant, three-dimensional learning events that are:   * targeted to nursing education competencies * engaging by connecting with the audience * interactive in format * purposeful to our members * compelling our members to act/do something   XYZ is in the process of reviewing speaker proposals for future league events based on this goal.  We invite you to **submit a Speaker Submission Form for our consideration** by checking the acknowledgment box below and continuing online.  Below are the benefits and requirements:  **Speaker Benefits**   * Speaker contact information will be posted on the XYZ website with link to speaker’s own website. * Speakers will be promoted in event materials (including brochures, e-mail blasts, onsite program guide). * Speakers will have the opportunity to network with attendees throughout the event.   **Speaker Requirements**   * Submit Speaker Proposal Form and signed Speaker Requirements/Benefits Form by appropriate date. * Provide a sample of your suggested (or similar) presentation if available. * Provide three references with contact information. * Provide participants with at least three key ideas or learning objectives. * If selected, provide handouts for each participant. |

Revision Dates: