



**United States Ombudsman Association  
34th Annual Conference  
October 30, 31 and November 1, 2013  
Courtyard by Marriott Indianapolis Downtown  
Indianapolis, Indiana**

**Conference Host: Charlene Burkett  
Department of Corrections Ombudsman Bureau Director**

**CALL FOR A KEYNOTE SPEAKER AND SESSION PRESENTERS**

The United States Ombudsman Association's (USOA) Conference and Planning Committee (Committee) is seeking a keynote speaker and session presenters interested in sharing their subject matter expertise *relevant to the public sector ombudsman profession*. Presentations should provide conference attendees educational offerings to improve the effectiveness and operations of their offices, both from a management and investigative perspective. Optimally, presentations should not only speak to technical issues but should also share experiences: "war stories," case studies, successes and failures, and insights into the profession and emerging issues surrounding it.

**This Call for Keynote Speaker and Session Presenters is open until April 12, 2013**

**GENERAL GUIDELINES AND EXPECTATIONS**

- The keynote speaker and session presenters are expected to be knowledgeable of the role and operations of governmental ombudsmen at the local, state and federal level.
- The learning objectives must be clear and applicable.
- Presentations must be factual in content and all copyright permissions must be in place before submitting.
- The keynote speaker and session presenters are expected to exhibit a high level of professionalism.
- The keynote speaker and session presenters are expected to begin and end their presentations on time (please allow time during or after presentation to answer questions).
- Session presenters are expected to submit a copy of their presentations and/or handouts and a biography to the Committee prior to the event. (Speakers will be notified of the deadline to submit these items after they are selected.) Presentations will be distributed to attendees and/or may be available to attendees on USOA's website.
- Presentations shall not include any overt solicitation on behalf of any individual, vendor, product or commercial activity.
- Multiple proposals are welcome.

**INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

If you are interested in presenting at the USOA's 2013 Annual Conference, please follow the instructions provided on the following page and submit a response to BOTH Committee Co-Chairs via email with the subject line "USOA 2013 Annual Conference – Call for Speakers Response" by April 12, 2013.

Kristie Hirschman  
kristie.hirschman@legis.iowa.gov

AND

Charlene Burkett  
cburkett@idoa.IN.gov

**Interested keynote speakers should provide a written proposal that includes the following information:**

(NOTE: We usually have one keynote speaker during the luncheon on Wednesday or Thursday of the conference but we reserve the option of selecting a keynote speaker for both days. )

- Proposed keynote title and speaker’s name, title, organization, complete address, telephone number, fax and email address.
- A brief description of the talk/ presentation.
- The length of the presentation. Ideally, the keynote address will be 30 to 40 minutes in length.
- The signed acknowledgment page found on page 4 of this document.
- Audio/Visual support needed.

**Interested session presenters should provide a written proposal that includes the following information:**

- Proposed workshop title and speaker’s name(s), title, organization, complete address, telephone number, fax and email address.
- One page description of the presentation. Please include a statement on learning objectives that completes the following sentence: “After completing this session, the participant will be able to...”.
- The length of the presentation. (Sessions can be anywhere from a half-hour to all day.) Please also identify whether your session can be shortened or lengthened to meet time slot availability.
- The signed acknowledgment page found on page 4 of this document.
- Audio/Visual support needed.

**HOW SPEAKERS ARE CHOSEN**

The Committee consists of USOA members who have volunteered their time and talents to help plan the Annual Conference. The Committee evaluates the proposals based on the following criteria:

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| <ul style="list-style-type: none"> <li>• Subject matter relevance and timeliness</li> <li>• Clearly stated learning objectives and purpose</li> <li>• Practical application of material</li> <li>• Technical accuracy</li> <li>• Context of the issues including real-world case studies, examples, and stories</li> </ul> | <ul style="list-style-type: none"> <li>• Potential for audience interactive participation</li> <li>• Speaker presentation skills and experience</li> <li>• Speaker subject matter knowledge and expertise</li> <li>• Overall quality of the written proposal</li> <li>• Time slots available in the program</li> </ul> |
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**BENEFITS OF PARTICIPATION/SPEAKING**

Aside from the value of networking with peers and other professionals....

**Keynote Speaker(s)**

Compensation (i.e. travel, lodging, etc.) is negotiable.

**Session Presenters**

Session presenters who are not registered to attend the conference will receive:

- Free breakfast or lunch.
- An Appreciation gift.

Session presenters who are registered to attend the conference will receive:

- A discount on the conference registration fee. The 2013 Committee has yet to officially approve a speaker compensation policy but past conference registration discounts have been based on the length of the session and the number of presenters for the session.
- An Appreciation gift.

Session presenters responding to this solicitation are responsible for their own travel and lodging expenses. Exceptions may be requested and will be evaluated on a case-by-case basis.

Information, questions, or concerns with regard to the speaker protocol may be directed to the  
Committee co-chairs:

Kristie Hirschman at [kristie.hirschman@legis.iowa.gov](mailto:kristie.hirschman@legis.iowa.gov) or Charlene Burkett at [cburkett@idoa.IN.gov](mailto:cburkett@idoa.IN.gov)

*Please submit the form on the following page with your response.*

**ACKNOWLEDGEMENT**

By my signature below, I certify all the information provided is correct and I have the legal authority to present this information. I also authorize the USOA to use this proposal and all information contained herein for the purposes of review and consideration for the 2013 Annual Conference.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR INTERNAL PROCESSING PURPOSES ONLY:

Date Received	Review Date	Committee Recommendation	
		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Presentation Title:			
Comments:			