



**United States Ombudsman Association
39th Annual Conference
September 26-28, 2018
Courtyard Marriott, Portland City Center
550 SW Oak Street, Portland, Oregon**

**Conference Host: Ruth Miles
Small Business Advocate
Oregon Secretary of State
Office of Small Business Assistance**

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 March 1, 2018

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 2018 Annual Conference, please follow the instructions provided on the following page and submit a response to BOTH of the parties listed below via email with the subject line "USOA 2018 Annual Conference – Call for Speakers Response" by March 1, 2018.

Kristie Hirschman
kristie.hirschman@legis.iowa.gov

AND

Ruth Miles
ruth.miles@oregon.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:

- Subject matter relevance and timeliness
- Clearly stated learning objectives and purpose
- Practical application of material
- Technical accuracy
- Context of the issues including real-world case studies, examples, and stories
- Potential for audience interactive participation
- Speaker presentation skills and experience
- Speaker subject matter knowledge and expertise
- Overall quality of the written proposal
- Time slots available in the program

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 2018 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:
Kristie Hirschman at kristie.hirschman@legis.iowa.gov or Ruth Miles at ruth.miles@oregon.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 2018 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:			