

Speaker Expectations

Suburban Health Organization (SHO) is pleased to welcome speakers for our CE activities. SHO is an accredited provider of Continuing Medical Education (CME) credits through the Indiana State Medical Association (ISMA), an approved provider of Continuing Nursing Education (CNE) through the Ohio Nurses Association (ONA), an approved provider of Continuing Education (CE) for social workers, clinical social workers, marriage and family therapists, mental health counselors, addiction counselors, and clinical addiction counselors through the Indiana Behavioral Health and Human Services Licensing Board, and an approved sponsor of Health Facility Administrators continuing education by the Indiana State Board of Health Facility Administrators. Our activities are planned, implemented, and evaluated in accordance with applicable board's criteria and expectations. We look forward to working with speakers to ensure all activities are of the highest standard possible. Feel free to contact SHO's CE Team, at 317-692-5222, ext. 283, or by email at ce@suburbanhealth.com, to discuss any questions you may have. We want to make this process as simple for you as possible. All speakers will be contacted by the CE Program Administrator or designee to provide submission time frames.

The following information may be requested:

- **Name, Credentials, Position Title, and Organization you are representing** (as you would like it to appear on the promotional and educational materials)

- **Biographical Information**
Biographical information may be a brief introduction or biosketch that explains who you are, your education, and your expertise (qualifications and expertise to speak on the selected topic).

- **Disclosure of Relevant Financial Relationships Form**
All speakers, planners, moderators, and facilitators are required to submit a completed [Disclosure of Relevant Financial Relationships Form](#) early in the planning process, but no later than two weeks before the presentation. Forms may be completed electronically and submitted via email to the CE Program Administrator at ce@suburbanhealth.com or may be printed, completed, and faxed to 317-692-5233, attention Terri Neaderhiser. A SHO representative will be in contact with individuals if any information appears to be in conflict with our Commercial Support or Conflict of Interest Policies to resolve the issue.

- **Authorization for Photo/Video Release Form**
Pictures or videos from events may be placed on SHO's CE web site, or other media. Speakers should complete and return the [Authorization for Photo/Video Release Form](#) to the CE Program Administrator at ce@suburbanhealth.com or the form may be printed, completed, and faxed to 317-692-5233, attention Terri Neaderhiser.

➤ **Professional Practice Gap and Educational Need**

All CE presentations should be based on the needs assessments which identify the professional practice gaps of the intended audience. As you develop your presentation, consider the following questions:

- Is there a problem that needs to be addressed?
- Why does the problem exist?
- How do you know it is a problem?
- What information will help resolve the problem?
- How can the education change the learners' competency, performance, skills, or patient outcomes in the topic area?
- What is the "take home message" you want to share?
- What will the learners be able to do at the conclusion of the education?
- What is the best method of providing the information?
- Are the objectives action-oriented and measurable?
- Can the objectives be accomplished in the time frame provided?
- Can the objectives be accomplished using the teaching format selected?
- Is the information balanced, independent, objective, and scientifically rigorous?
- Is the information based on current best-practices accepted within medical profession?

➤ **Presentation Title** (As you would like it to appear on the Promotional Flyer)

➤ **Presentation Abstract**

A brief paragraph describing the planned content of the presentation.

➤ **Objectives**

One to two action-oriented, learner-based objectives are recommended per presentation hour.

➤ **Time Frames**

If the presentation is a 1-2 hour presentation, include the total number of minutes planned. If the presentation is longer than 2 hours, provide the proposed agenda showing breaks.

➤ **Teaching Method**

Adult Learning Principles should be followed. Speakers are encouraged to think outside of the box and to use teaching methods which engage the audience to participate, such as small group exercises, panel discussions, audience response systems, etc. Lecture only presentations are not acceptable.

➤ **Competency-Based Outcomes Assessment**

Speakers are encouraged to include case discussions and to submit case scenarios based on the presentation topic with related pre- and post-outcomes assessment question(s) and multiple-choice answers. Questions should test the competency of the participant based on

the new information provided. Please be sure to include the answer key for the question(s). Make sure the question(s) will be covered in your presentation.

➤ **Follow up Strategy or Tip**

Follow up strategies, tips, and tools will help reinforce information learned in the educational activity. Speakers are encouraged to provide a strategy(ies), tip(s), or tools that can be sent to participants following the CE activity to remind them of information learned during the presentation and to promote change within their practice. Examples include, but are not exclusive to, information that can be sent to participants in an email, a handout, guides, or references to additional reading.

➤ **Picture**

Pictures may be used in promotional flyers and speaker profiles for select CE activities.

➤ **Equipment and Presentation Needs**

Available equipment and supplies may vary from each location. Speakers should provide a list of equipment needs required prior to the presentation to allow for planning.

Speakers are requested to submit the following information no later than two weeks prior to distribution of the promotional flyer or a designated time frame provided during the activity planning. SHO's CE team will review the information, discuss any concerns with the speaker, prepare the handouts for distribution, and load the presentation to a laptop. To ensure the integrity of presentations. Thumb drives are not allowed in SHO laptops. Any changes made to the presentation after submission must be emailed and brought to SHO's CE team's attention before the presentation.

➤ Electronic PowerPoint Presentation

➤ Handouts

➤ [Copyright](#) Permissions, if applicable

➤ [Practice Guidelines](#), if applicable

➤ Reference List used to prepare your presentation

References should include the title, dates of publication, author(s), date downloaded from website, etc. References should be within the past 5-7 years unless the reference is a classic that is still relevant. If you provide a reference from a professional source that requires a subscription or members, please submit a copy of the reference for our files. We are required to double check references to ensure they are representing recent best evidence

➤ Additional information to support presentation balance, objectivity, and scientific rigor, if applicable

Speakers should be sure to read and follow rules, as listed on page two of the Disclosure of Relevant Financial Relationships Form, when preparing the presentation. Educational materials or information used in the education room cannot contain any advertising, corporate logos, trade names, or product group messages of a commercial interest.

SHO reserves the right to restrict or revise presentation information, including PowerPoint slides and handouts, or to cancel the presentation based on a conflict of interest that cannot be resolved or failure to comply with the guidelines.

Electronic copies of PowerPoint presentations and/or handouts may be posted on SHO's CE Web Site or distributed by e-mail. If you disagree with the distribution and /or posting of your presentation or handouts, speakers should notify the CE Program Administrator in advance of any concerns.