



2024 Spring Convention RFP Questions
OKAND Spring Convention 2024
April 11-12, 2024 | Bethany Children's Health Center

Submission Deadline | 5:00 pm CT on Friday, December 1, 2023

SECTION: Speaker Information

- Speaker's Full Name
- (optional) Gender pronouns
- What is your current role or title?
- What is your current organization?
- Preferred email
- Phone Number
- Mailing Address
- Professional Affiliations [checkbox]
- (If applicable) Academy Number
- Have you presented on **THIS** topic at the Spring Convention in the past?
- Have you presented on a **DIFFERENT** topic at the Spring Convention in the past?
- Preferred speaking date [checkbox]

(If applicable, there is a section for an additional speaker to submit the same questions)

SECTION: Speaker bios, resume/CVs, and headshots

- Speaker Bio
- Resume/CV
- Headshot

SECTION: Session Proposal

Presentations will take place in-person and virtually. Sessions will be 60-minutes with 40-to-45 minutes for the presentation and 15-20 minutes for Q&A.

The learning objectives and session description below are the most important part of your application:

- Format of the presentation- In-person or virtual [checkbox]
- CPE Level
- What is the topic or working title for this presentation?
- Presentation Abstract 250-300 words
- Please list three (3) presentation objectives
- Description of presentation for marketing purposes

SECTION: Sponsorship (If applicable)

- Sponsor Organization Name and Mailing Address - include street address, city, state, zip code
- Sponsor Contact name, email, daytime phone number (XXX) XXX-XXXX
- Sponsorship payment
- Sponsorship Logo

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SECTION: Speaker Expectations

- Compensation
 - None, donating time
 - None, session compensated by sponsor disclosed above, but I would like the full 2-day conference registration as well
 - \$250 Honorarium, full 2-day conference registration
 - Other
- How did you hear about the Oklahoma Academy Spring Convention?
 - DPG/MIG
 - Email
 - OKAND Website
 - OKAND Member or Program Committee Member
 - Social Media
 - Workplace or colleague
 - Other

SECTION: 2024 OkAND Spring Convention Policy

- 2024 OkAND Spring Convention Policy
 - By marking "Yes - I understand" this constitutes my signature and agreement to each of the following statements
 - I understand that the information provided in the abstract will be used in the OkAND Annual Conference publications, such as the Registration Brochure, Onsite Meeting Guide, and other marketing materials.
 - I understand that OkAND reserves the right to change session titles, descriptions, learning objectives, etc. for use in promotional materials.
 - I understand that the OkAND may take pictures and/or recordings during the event and they have my permission to use my image.
 - I understand that it is my choice to participate in this event. I hereby release the Oklahoma Academy of Nutrition and Dietetics and its officers, directors, employees, agents, licenses, subsidiaries, consultants, independent contractors, affiliates, sponsors, exhibitors, and other participants from any and all liability from property damage, personal injury or other claims arising from or in connection with your participation in the Event, including claims known and unknown, foreseen and unforeseen, future and contingent.
 - (Optional) Comments or additional information that is important to share with the Program Committee
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Thank you! Applicants will be notified by January 2024.

Ready to submit? Access the [RFP Google Form](#).