

2012 LCA Call for Speakers

The Louisiana Claims Association invites you to share your innovations and experiences by submitting a proposal to present a 1 hour workshop at the LCA Educational Conference and Expo to be held June 13-15, 2012 at the Renaissance Hotel in Baton Rouge, Louisiana.

All proposals will be considered if postmarked by **February 15, 2012**. We ask that each presenter complete the attached proposal form, and submit it along with the following:

- 1) Biographical sketch or resume of the Primary Presenter
- 2) Signed Appendix 4 form (see attached) for each Presenter
- 3) Outline of presentation

Proposals may be emailed to Lalwood@aol.com or mailed and postmarked by **February 15, 2012** to LCA, P O Box 14806, Baton Rouge, LA 70898

Each workshop will be one hour in length, while three concurrent workshops will be offered each hour. The standard room set up for the workshops is as follows:

- 1) 1 podium
- 2) 1 projector screen
- 3) 1 LCD Power Point projector
- 4) Each speaker must bring their presentation on their own laptop to be connected to the projector.

Proposals will be reviewed by the LCA Education Committee, and recommendations will be made to the LCA Board of Directors for their final approval. Proposals will be evaluated in terms of: (1) importance of topic to conference attendees; (2) objective, educational, non-commercial content; and (3) knowledge, experience, and presentation skills of the presenter. The selection and scheduling of conference proposals is based on a number of factors that help to establish a diverse and balanced program. **Please note that the travel arrangements and expenses will be the responsibility of the speakers.**

Notification will be sent by e-mail no later than **March 15, 2012** regarding acceptance of proposals. Once a proposal is accepted, changes to the proposal must be approved by the Education Committee. Final handouts of the speaker will be due no later than **April 15, 2012**. Failure to submit final handout by this date, may result in the presentation being pulled from the schedule.

Speaker Proposal

Policies Governing Accepted Proposals

I agree to the following statements:

- Once a proposal is accepted, changes to the proposal must be approved by the Education Committee.
- LCA reserves the right to assign the day and time that accepted proposals will be scheduled.
- Notification will be sent by e-mail by **03/15/2012** regarding acceptance of proposals.
- I understand that the final copy of my handout is due no later than **04/15/2012**, and that failure to provide the handout may result in my presentation being pulled from the schedule.
- I understand and accept the policies and deadlines for proposal submission.
- I understand that I am responsible for travel arrangements and expenses.

Primary Speaker

The primary speaker is the only person whom LCA will send subsequent communication regarding acceptance of the proposals and onsite logistics. Please include credentials, contact information and a resume' or biography, as well as a signed Appendix 4. **Valid Email address is required.**

Name: _____

Business Address:

Daytime Phone: _____

E-mail address _____

Present Position (title) and Employer:

Additional Speaker(s)

Please include resume' or biography and signed Appendix 4 of additional speaker(s) with proposal.

Additional Speaker

Name: _____

Present Position (title) and Employer: _____

PROPOSAL TITLE: (Please do not use abbreviations in the titles.)

Description of Presentation: _____

Outline of Presentation: Attach outline to proposal.

Biography or Resume' of Presenter(s): Attach to proposal.

Signed Appendix 4 Form(s): Please sign and attach to your proposal.

APPENDIX 4

CONTINUING EDUCATION INSTRUCTOR APPLICATION

APPLICATION FOR APPROVAL AS AN INSTRUCTOR OF CONTINUING EDUCATION INSURANCE COURSES PURSUANT TO ACT 428 OF THE 1989 REGULAR LEGISLATIVE SESSION.

PROVIDER Louisiana Claims Association

INSTRUCTOR _____

ADDRESS _____

TELEPHONE _____

OCCUPATION _____

Qualifications _____

I have _____ or have not _____ received disciplinary action for insurance related practices by the Louisiana Insurance Department, the Insurance Department of another state, or any similar regulatory body or court.

Signature of Instructor

Signature of Supervising Instructor

FOR DEPARTMENT USE ONLY

APPROVED BY: _____

DATE: _____

DISAPPROVED BY: _____

DATE: _____