



**Call for Presentations:**  
**San Antonio, TX – June 14-17, 2011**  
Guidelines Submitting a Presentation

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# Call for Presentations: Terms, Policies & Requirements

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## LOCATION, DATE & SUBMISSION DEADLINES

CMSA is now accepting submissions for the Annual Conference & Expo listed below:

**CMSA's 21st Annual Conference & Expo**  
Henry B. Gonzalez Convention Center  
San Antonio, TX  
Conference Dates: June 14-17, 2011

You may submit your presentation online by the following date:

**Submission Deadline:** August 31, 2010  
**Online Application:** <http://www.cmsa.org/CFP>

## SESSION DEVELOPMENT

The mission of CMSA is to offer integrated care management by promoting excellence in education, research, and practice. The organization's Annual Conference provides a self-directed facilitated learning environment through classroom sessions, poster displays, exhibits, and networking opportunities. Incorporating new advances in science and addressing new needs within healthcare is constantly changing...and so all of us must find new focus areas to exchange the latest research, results, and ideas.

## PRESENTATION TYPES

### Concurrent Sessions

Concurrent sessions are 60 to 90 minutes in length and typically run simultaneously along with 10 or 11 other sessions. Session rooms are set in either classroom or theater style seating, depending on room capacity.

### Poster Presentations

We recommend at least two (2) presenters for a poster submission. This ensures poster presenters will be available at their poster location during designated timeframes to answer attendee questions.

The poster must credit the author of the poster work, especially if the presenter is NOT the author of the poster. Also include the name of the institution where the work was carried out, and the following sections:

- Introduction
- Method
- Results
- Conclusions and Recommendations

Posters should be professionally printed. Poster will be self-mounted on a 4' x 6' corkboard with push pins, each provided by CMSA.

## Symposium Presentations

These sessions are typically 60 - 90 minutes in length. Symposia can be funded privately or by an educational grant. The grant amount varies depending on timeframe selected by the Sponsor.

*CMSA accepts proposals for symposia with or without CEs.*

Symposium topics are selected according to relevance and applicability to care management.

For additional information, please contact:

**Lindsay Harp**  
Account Executive  
Email: [lharp@acminet.com](mailto:lharp@acminet.com)  
Phone: (501) 673-1115

## Professionally-Paid Speakers

If you are a professionally-paid speaker and wish to be considered for CMSA's Annual Conference, please **do not submit through the online CFP process**, as keynote and paid presenters are not selected through this medium.

You must submit your professional speaker packet, denoting your fee structure, presentation topics & subject matter, videos/books written, or other helpful information for review to the CMSA contact listed below:

**Mary Beth Pruss**  
Project Coordinator  
Email: [mbpruss@acminet.com](mailto:mbpruss@acminet.com)  
Phone: (501) 673-1126

**Case Management Society of America**  
6301 Ranch Drive  
Little Rock, AR 72223

CMSA will contact the appropriate representatives should booking be desired for an applicable conference program.

## BEFORE YOU BEGIN

Conference questions have been developed from previous CMSA membership surveys and annual conference evaluations from the major areas of concern expressed by the respondents.

## Overall Conference Objectives

Session behavioral objectives and information submitted in your proposal are to address at least three (3) of the following questions that will set the stage for CMSA's 21st Annual Conference in 2011. **Please ensure your presentation is unique to CMSA's conference!**

1. Scrutinize tangible outcomes which illustrate the value of case managers as key participants in healthcare delivery
2. Distinguish past assumptions relating to case management and evolving beliefs that champion continuous improvement
3. Explore prospects substantiating the need to expand and advance case management delivery
4. Hone skills in the case management toolbox that support CMSA as the foremost expert in the practice of case management

## PREPARE YOUR INFORMATION BEFORE SUBMITTING

All information received, especially your abstract and bio, should be proofed for spelling and grammatical errors. Your submission will be reviewed by CMSA's Board of Directors and Review Committee UNALTERED nor corrected for typographical errors. CMSA reserves the right to edit titles and content of your abstract submission.

Information you should prepare includes:

### Faculty Information for EACH presenter:

- Full Name, Credentials, Job Title, Company & Home Address, Work & Home Phone number, FAX Number, and E-mail Address

### Presentation Title

- **RECOMMENDATION:** Please limit your title to 65 characters or less. Lengthier titles will be truncated.

### Presentation Abstract

- **RECOMMENDATION:** Please limit your abstract to a minimum of 150 words and a maximum of 350 words.

### Bio for EACH presenter

- Bio should be written in paragraph format. Do not use a resume or CV as your bio.

### Presentation Categories

Based on rigorous analysis of member/attendee feedback and requests, CMSA is seeking presentation proposals in the following categories and/or topics. Proposals in these categories will be given priority in the selection process.

#### Clinical/Disease State Management

- Cancer
- Pain Management
- Congestive Heart Failure
- CM/DM Collaboration
- Fibromyalgia
- Transplantation
- Wound Care
- High Risk Pregnancy
- Diabetes
- Heart Failure
- Alzheimer & Dementia

#### Case Management Career Development

- Executive Leadership
- Programmatic Financial Management
- Tools & Resource Development
- Legal/Ethical Development Programs
- Culture Competency
- Case Management Certification
- Advanced Practice in Case Management
- Technology for Case Management
- Demonstrating Value & ROI

*(categories continued on next page)*

### Collaborative Practice

- High Performance Teams
- Transitions of Care
- Patient-Centered Care
- Caregivers
- Hospital to Community

### Regulatory/Policy

- Healthcare Reform
- Medical Home
- Accountable Care Organizations
- Performance Measures
- RAC
- Code 44
- Hospital Readmissions
- Medicare/Medicaid Programs
- Standards of Practice

### Setting-Based Case Management

- Acute Care
- Integrated Case Management
- Behavioral Health
- Social Work
- Pediatrics
- Geriatrics/Elderly Care
- Long Term Care
- Military/VA/DoD
- Work Compensation/Disability/Occupational Health
- Wellness/Prevention

## HELPFUL HINTS FOR THE ONLINE APPLICATION PROCESS

- You will **not be able to bookmark** or “save” your work during the online process.
- You need to **have all the necessary information available and pre-composed** in a word-processing application such as Microsoft Word® so that you can copy/paste your larger responses to questions regarding the Presentation Abstract and or Presenter Bios.
- If your **internet browser remains idle for 20 minutes or more, your session will automatically timeout** and your information will not be processed, resulting in your rekeying of the information entered.
- **You will receive an automated confirmation e-mail** upon successful completion of your application. If you do not receive such an email, please double check any spam-filtering software to determine if the email was blocked.

## REVIEW PROCESS

CMSA’s Education Committee will make program selections based on criteria listed below:

- Originality of material
- Relevance to requested categories
- Overall quality of content including innovative programs
- Relevance / timeliness to current issues
- Well-defined focus and objectives
- Practical applications of material
- Level of speaking experience and expertise
- Basic, Intermediate, Advanced level knowledge
- Hands-on learning for immediate application
- Free from commercial bias
- All components presented are neat and in the correct format
- Final selections are based on the best fit within the designed program curriculum. Abstracts that do not fulfill all requirements stated in this packet will not be reviewed.

## EXPECTATIONS OF SELECTED PRESENTERS

If CMSA selects your presentation for its 2011 program, you must adhere to the following guidelines:

**Standards for Commercial Support:** All presentations must adhere to the ACCME Standards for Commercial Support<sup>SM</sup>. Presentations cannot promote products or services. The presentation must promote improvements in healthcare. Presentations that constitute promotion and advertising (including the use of logos) will not be considered. If the cost of any presentation has been underwritten to any extent, a clear acknowledgment stating the support, identifying the source, and describing the methods for keeping the content unbiased should be included. Presentations that in any way promotes the commercial interest of a particular company, enterprise, or the author(s)' presentation may not be distributed or displayed. Statements made in the presentation are the sole responsibility of the author, and are not viewed as, or considered representative of, any formal position taken on any product, subject, or issue by CMSA.

**Deadlines:** Deadlines will be established to submit your COMPLETE and FINAL PowerPoint® presentation(s) to the CMSA Speaker/Poster Coordinator. Your presentation must meet published specifications and guidelines. Please refrain from any direct marketing of products, services, software, or other commercial ventures in either your submitted PowerPoint®, the session itself, or supportive session materials. All PowerPoints® and/or session materials must be pre-approved by CMSA prior to presentation. **Logos may only be shown on first and last slides of your PowerPoint.**

**NOTE:** Poster Presenters must submit a "mockup" of their poster and any accompanying handout(s) by the requested deadline date for pre-approval by CMSA. No distribution of onsite handout materials for sessions or poster displays will be allowed without prior approval by CMSA.

**Symposia:** Proposals with "clinical" or "pharmacological" focus should refer to the Symposium Program (located at the <http://www.cmsa.org/CFP/Symposium/> website address). Review of symposia will be based on criteria for research-based or clinical practice/program abstracts.

**Changes:** No changes can be made by CMSA to the content, presenters, slides, or delivery after established dates have been set by CMSA. This is to prohibit additional fees and approval from third-party Continuing Education certifying bodies that may disqualify your presentation from earning CEs.

**Prior Presentations:** You are asked NOT to submit a duplicate presentation to other organizations at least two (2) months prior to the scheduled start dates of the CMSA's Annual Conference.

**Policies:** Presenter(s) agree to abide by CMSA's policies and procedures.

**Continuing Education:** Presenter(s) agree to submit all required elements for Continuing Education (CE) approval by the deadlines established by CMSA.

## RESPONSIBILITY FOR EXPENSES

Should your proposal be accepted, each presenter will receive a complimentary FULL CONFERENCE REGISTRATION (excluding any fee-based workshops and events).

Presenters are responsible for ALL travel-related expenses (including hotel, travel, transportation, and meals).

## MISCELLANEOUS REQUIREMENTS

Each Speaker further agrees to the following requirements and provisions.

### Presentation Format

- Only standalone presentation files such as Microsoft PowerPoint ® will be used. No “.pdf” of presentation slides can be accepted -- only the original PowerPoint ® file can be used.
- Proposals constituting marketing pitches for products or services will be eliminated from review.
- Improperly or inadequately prepared submissions will be eliminated from review.

### Audiovisual (AV) and Internet Provisions

- **Speakers are required to bring and use their own laptop computers.** CMSA DOES NOT FURNISH COMPUTER(S). It is suggested that a backup copy of the Speaker’s PowerPoint presentation be available in the event of an onsite problem.
- Audiovisual equipment provided in session room shall include:
  - a. 1 wired podium mic
  - b. single front-projection screen
  - c. LCD projector
- No other audiovisual (AV) equipment will be made available. Overhead projectors and/or slide projectors are not permitted. Additional fees will be billed to speaker for any deviation from above AV as defined.
- Internet accessibility is not provided by CMSA. If your presentation requires internet access, please make separate arrangements directly with provider.

### Recording, Documentation, & Supplemental Use

You grant to CMSA permission to record (audio and video) your session and a royalty-free license to use, reproduce and distribute your presentation (including all handouts, PowerPoint presentations, or any other materials utilized in the recorded session) in any way in the future with appropriate attribution to the participating presenters. You also understand that this license does not change the fact that you retain copyright ownership of your presentation, and does not prohibit you from using your presentation in any way or from allowing others to use it.

### Onsite Responsibilities

- Speaker(s) agree to arrive at conference site for rehearsals and/or meeting rooms early enough to ensure their final presentation is uploaded to their computer and displays properly with the AV equipment for on-time presentation.
- Final presentations must be submitted to CMSA.

## SPEAKER CHANGES & CANCELLATIONS

If an unexpected situation occurs where you to have to request a change to your speaker status, or even cancel your speaking role, please email [mbpruss@acminet.com](mailto:mbpruss@acminet.com) immediately.

In addition, please bear that while CMSA may ask your help in finding a replacement, the speaking slot is not held or owned by you or any company you may be representing, and is not necessarily transferable to another colleague of your choosing. CMSA will certainly take into consideration any recommendations you may have for filling the vacated slot, but CMSA reserves the right to reassign the slot to another submitter of its choice if necessary.

In the instance that this situation should arise at the last minute, CMSA does expect that the speaker be able to offer a back-up plan so that the presentation may continue as planned and/or published.

## QUESTIONS? NEED ASSISTANCE?

Please contact the following Event Management staff below:

**Mary Beth Pruss**

*Project Coordinator*

Email: [mbpruss@acminet.com](mailto:mbpruss@acminet.com)

Phone: (501) 673-1126

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6301 Ranch Drive

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