



SAMPLE SUBMISSION FORM

This is a duplicate of the online submission form for planning purposes only. Please complete the online form at vital.essentialhospitals.org to submit your entry.

To be considered for a proposal session, please complete the online form in its entirety by **Friday, Nov. 22, at 5 pm ET**. Partial or incomplete proposals will not be considered.

- Primary contact name
- Primary contact mailing address
- Primary contact phone
- Primary contact email
- Administrative assistant name, phone, and email (if applicable)
- Primary contact title
- Primary contact organization
- Primary contact credentials (if any)
- Session title (limited to 60 characters)
- Preferred session type(s): 75-minute breakout, 60-minute critical conversation, 30-minute mini session, poster presentation
- Proposal presenters (name, address, phone, email, title, and organization)
- Key Takeaways: Please detail the practical solutions that attendees can apply to their work after attending your presentation.
- Abstract: Please include the premise or problem, methodology, intervention or innovation, and success or outcomes. (300 words)
- Target audience: (for example: CEO, chief financial officer, chief medical officer, director of equity, etc.)
- Please list other conferences where this proposal has been presented or is scheduled to be presented.
- Conference track(s): executive leadership lessons, policy and finance, innovations in healthcare, improving population health
- Disclosures and presentation agreements
 - I agree that the information provided is accurate to my knowledge.
 - At least one presenter is currently employed by a hospital that is a member in good standing of America's Essential Hospitals.
 - All presenters will not commercially promote a product or service during this presentation. All presentations will hold to a strictly educational format.
 - All presenters have no actual or potential conflict of interest in relation to this program/presentation.
 - All presenters are willing to present in Chicago on any of the published dates of the conference (June 17–19, 2020)
 - All presenters agree to register for the conference and pay the speaker registration fee.
 - Presentations and all materials can be posted on the association's website and mobile app.