

# Colorado Activity Professionals' Association 2009 Call for Papers/Speaker Packet

The Call for Papers offers members and interested parties the opportunity to submit written proposals for continuing education programs to be offered at our annual conference. These sessions are open to all conference registrants in attendance, and focus on topics and issues affecting providers, residents and the activity professional who work primarily in geriatrics. Due to the accreditation process, please complete all of the following submission criteria specifically and thoroughly.

## **First Page:**

- ✓ Title of Presentation (must be descriptive of content)
- ✓ Learning Outcomes (minimum of 3- List objectives in measurable terms)
- ✓ Speaker Information (name, job title, complete address, phone, fax, e-mail)
- ✓ Program Description (provide a description of the session to be used in the conference brochure, limit to 50 words)

## **Second Page:**

- ✓ Speaker Credentials (Attach a one-page resume outlining your speaker credentials and relevant experience. Educational/academic preparation must be included. Please indicate experience in the generic setting.)

## **Third Page:**

- ✓ Speaker Information (Attach a short introduction for yourself and your presentation, Your session introduction should set the tone of your presentation. The session monitor will be utilizing this introduction at the start of your session.)

## **Fourth Page:**

- ✓ Professional References (Limit of 1-3 references must address the presenter's qualifications, ability, and effectiveness, References must be on professional or business letterhead.)

## **Fifth Page:**

- ✓ Presentation Requirements (Room setup, type of presentation, audio/visual needs. A table, mic, flip chart, overhead projector and screen will be available.)

## **Sixth Page:**

- ✓ Handout Materials (If being used, handouts may be mailed with this application or be sent at least six weeks prior to the conference for duplication. CAPA will copy any handouts up to 8 pages (front and back). After the deadline or more than 8 pages, the handouts will your responsibility to reproduce.)

**Application must be received by December 15, 2008**

**RETURN TO: John McIlvennan**  
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Colorado Springs, CO 80906-2178  
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**Date: June 3-6, 2009**

**Location: Marriot Pueblo**

The information requested is what is required by the National Certification Council for Activity Professionals (NCCAP) and the American Therapeutic Recreation Association (ATRA) to give preapproval of continuing education credit needed to maintain our certification.