Speaker proposal form

giant steps 2019 | towards better, safer care

We’re looking for speakers with unique skillsets and experience who can bring their passions, interests, stories and knowledge to the stage to share something new or thought provoking.

#### Proposals close COB Monday 6 May 2019.

Your proposal must fit with at least one theme of the conference:

1. Quality improvement
2. Emerging health challenges
3. Leadership
4. Delivering high-quality care

### Please note

Submitting this proposal form does not in any way guarantee you a speaking slot on the program.

Successful presenters will be notified byFriday 17 May 2019.

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| Title of session  (12 words max) |  | | *If your proposal is accepted, we will list this title on our website, event app and program. Make it eye-catching and engaging to maximise attendance at your session.* | | |
| Abstract authors, roles, and affiliations |  | | *Include all authors, roles, and affiliations in the following format.*  Jane Smith. Head of Department X. Example University, Example Hospital Network.  *Each author should be entered on a single line. Lead author should be listed first, and senior author last.* | | |
| Presenting author name |  | | *Due to programming restrictions, sessions will only be permitted one presenter.* | | |
| Presenting author job title and organisation |  | | | | |
| Are you speaking on behalf of this organisation? | | Yes | | | No |
| Presenting author email address |  | | | | |
| Session description  (75 words max) |  | | *If accepted, this description will be listed on our website, event app and program. Describe what you will be covering and why delegates should attend. Make it clear, concise and engaging. Avoid technical jargon so all conference attendees can understand.* | | |
| After this session, participants will be able to: | 1.  2.  3. | | *List three core learning objectives. For example: i) evidence that consumer participation improves outcomes; ii) recruiting consumers onto your project team; and iii) supporting consumer engagement in your project.* | | |
| Presenter biography  (100 words max) |  | | *If accepted, this biography will be listed on our website, event app and program.* | | |
| Results and evidence to support your presentation |  | | *Highlight key figures and outcomes, including any data or supporting evidence. This will increase the likelihood your proposal will be accepted.* | | |
| Project exposure |  | | *List all conferences, articles or publications featuring the project in the past two years.* | | |
| Co-creating our program with consumers |  | | *Indicate how you have (or will) involve consumers in the design of your presentation. This will increase the likelihood your proposal will be accepted.* | | |
| Presenter experience |  | | *Provide details of conferences at which the speakers have presented at.* | | |
| Professional references | 1.  2. | | *Please provide two names, their organisations and email addresses.* | | |
| Did you obtain ethics approval for any research work undertaken? | | Yes | | No | |
| Conference theme  Select one theme in which your presentation would best fit | | Quality Improvement | | Emerging health challenges | |
| Leadership | | Delivering high-quality care | |
| Primary audience  *Select all that apply* | | Doctor/physician | | Nurse | |
| Pharmacist  Allied health | | Policy and public health | |
| Manager | | CEO/senior leader | |
| Researcher/academic | | Student/teacher | |
| Other (please specify) | | | |
| Care sector  *Select all that apply* | | Primary care (family doctors) | | Secondary care (hospital- based doctors) | |
| Tertiary care (specialist centre, taking referral from hospital) | | Community care | |
| Experience level of audience  *Select all that apply* | | Beginner | | Intermediate | |
| Advanced | |  | |
| Preferred format  *Select all formats the session could be delivered in*  (Note: we cannot guarantee your preference) | | Theatre style presentation | | Workshop (room layout not guaranteed to be round table) | |
| PechaKucha | | Poster presentation | |
| Declaration of competing interests  Please include for yourself, and any institution (such as firm, department, laboratory) you are responsible for:   * If anyone will pay you to give this presentation * Who has previously paid for your advice * Who has funded your research * Who has paid for you to attend conferences * If you have any other interest that could be connected with your work (for example, shareholdings in pharmaceutical or other companies)   If no competing interests state ‘none’ | | | | | |
|  | | | | | |

Important information

All proposals are peer reviewed by the *Giant Steps* *2019* Planning Committee.

Submitting a completed proposal form does not in any way guarantee the submitter or presenters a speaking slot on the program. It does not create a legally binding relationship between the presenters and *Giant Steps 2019*, Safer Care Victoria, or the Victorian Department of Health and Human Services.

You must declare competing interests on this proposal form otherwise the proposal will not be considered. If your proposal is accepted, you must declare these interests orally and on a slide at the beginning of the presentation.

Applications close COB Monday 6 May 2019.

Please email your completed form to [events@safercare.vic.gov.au](mailto:events@safercare.vic.gov.au).

Successful applicants will be advised by Friday 17 May 2019.

If your proposal is accepted

Presentations will be approximately 30 minutes in length, plus time for questions and answers. You may be paired with one or more other submissions addressing a similar topic.

If you need to change speaker information after we have accepted your proposal, please seek agreement from the Giant Steps team by emailing [events@safercare.vic.gov.au](mailto:events@safercare.vic.gov.au).

Any offer to speak at the event will be subject to terms and conditions to be agreed later.

You will be given one free registration place per session. This is strictly limited. Travel or accommodation is not funded for general program speakers presenting at Giant Steps.

Some presentations may be filmed and/or recorded during the event and published online by Safer Care Victoria following the conference – by submitting a proposal you agree for your presentation to be filmed and published in this way.