



## VGM Heartland Conference FAQs

June 10-12, 2024

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We ask you to consider applying to be a Heartland Conference speaker by submitting a speaker proposal.

Since 2001, Heartland Conference has offered a remarkable lineup of education and networking opportunities targeting the needs and concerns of VGM members. The conference is known for its hospitality, connections made, and quality education provided for healthcare professionals.

The attendees at Heartland Conference are HME and homecare industry experts as well as healthcare professionals working in a wide variety of roles and with all levels of experience. The educational program is designed to ensure that attendees leave each session equipped with effective strategies to achieve operational excellence in the HME industry. This is why we encourage a variety of people to present at Heartland Conference – from VGM members to vendors, industry experts, consultants, and professional speakers.

Whether you will be a first-time presenter or have years of training experience, we urge you to review the following sections that detail expectations for Heartland Conference speakers.

### **What is the Application Process and Deadline?**

- Prior to submitting, please review the [Speaker Submission Guidelines](#).
- Applications are submitted online and must be completed by December 15, 2023.
- Selected speakers are required to sign a [Speaker Agreement Form](#) as a requirement of the accrediting bodies.

**Speaker handouts** will be posted on the Heartland Conference website for attendees to print or download prior to attending the conference if speakers provide handouts by the handout deadline, **May 24, 2024**. **Heartland attendees want your handouts, so we strongly encourage you to provide those for us to make available.**

### **How Long Are Sessions?**

The conference offers speakers a variety of types of presentations and durations:

- 45, 50, and 60-minute conference sessions and panel discussions

### **How Can I Create a Presentation That Appeals to Attendees?**

The Heartland audience is experienced and knowledgeable and expects the most current information and highest quality training available. Craft a speaker proposal that demonstrates a dynamic and innovative plan to disseminate information. Education should be interesting, effective, unique, and memorable. We encourage use of case studies, handouts, and audio/visual equipment.

We will provide audio-visual equipment needed to deliver a session effectively.

### **What is the Policy on Commercialism/Marketing/Diversity?**

Unless specifically designated, sessions must be non-commercial forums per IACET standards. Speakers should refrain from the use of brand names and specific product endorsement whenever possible. **Under no circumstance should the session podium be used as a platform for direct promotion of a speaker's product, service, or for monetary self-interest.**

We value the diversity of our membership and the contributions each makes to the education of all. Presenters from any podium must refrain from overt statements or pointed humor that disparages the rightful dignity and social equity of any individual or group. We will not tolerate comments of a sexual nature nor negative remarks about ethnicity, gender, race, age, lifestyle, sexual orientation, form of worship, or people who have physical or mental challenges. Profanity is prohibited.

Heartland Conference retains the right to remove a speaker from the podium or refuse future applications should we be made aware of any speaker not conforming with these policies.

### **Do Speakers Receive Complimentary Conference Registration?**

One of the most coveted speaker benefits is complimentary registration to the entire conference.

Many speakers make the most of their experience by attending the entire conference including educational programs, social events, and the exhibit hall. There is no better way to network than to sit side-by-side people in our industry at sessions and social events.

If your schedule doesn't permit you to attend the entire conference, please make plans to arrive early and stay a little late after your session. Our attendees love to engage speakers with questions, comments, and future business opportunities before and after sessions.

### **Do Panelists Receive Complimentary Conference Registration?**

Heartland Conference attendees enjoy panel sessions, and we invite you as a speaker to submit a panel for consideration. The speaker/moderator is responsible for selecting panelists, preparing panel questions, and collaborating and communicating with the panelists before the presentation. The speaker/moderator is also in charge of submitting any handouts and audiovisual materials through the VGM Heartland website or Heartland Speaker SharePoint site.

Communication regarding session approval or denial, session date and time, and conference logistics will be communicated to the speaker/moderator only. Panelists are not considered speakers and do not receive complimentary conference registrations through Heartland Conference. If the speaker/moderator would like to sponsor a registration, you may do so. If you need assistance selecting panelists or have any questions, please contact our education pillar at [HeartlandEducation@vgm.com](mailto:HeartlandEducation@vgm.com).

### **Accrediting Body Guidelines**

Every Heartland Conference speaker is required to review accrediting body guidelines, whether this be in an online course format or other materials sent to you, such as the Speaker Agreement Form. The content will benefit you during the creation of your presentation and handouts. All Heartland Conference sessions will be submitted for CEUs to AARC, ABC, BOC, and IACET. Speakers do not need to obtain their own CEU approval for individual sessions.

VGM Education is accredited as an Accredited Provider (AP) by the International Accreditors for Continuing Education and Training (IACET). With this accreditation, VGM Education is able to offer CEUs for Heartland Conference sessions by qualified instructors. As a session speaker, you become an instructor under IACET guidelines.

**What Happens if I Commit to Presenting but Later Must Cancel?**

Speakers are selected based upon their credentials, experience, and knowledge of the topic submitted. All speakers must be approved by the Heartland Committee, therefore, please list all potential speakers on this application. If you desire to add an additional presenter to your program after submission, prior approval will also be necessary.

Should a speaker need to cancel, the company with whom they were employed at time of selection may recommend an alternative speaker subject to the approval of the Heartland Committee.

Please contact our education pillar at [HeartlandEducation@vgm.com](mailto:HeartlandEducation@vgm.com) or 319-274-8651 as soon as you know you need to cancel so we can make other arrangements as needed.

**May I Submit a Written Proposal?**

All proposals must be submitted using the online form and must be fully completed. Applicants not using this form will not be reviewed. Applications received online will receive a receipt confirmation via email.

If you would like to speak at Heartland Conference 2024, please do not delay: proposals are due on December 15, 2023.

If you have additional questions, please email the Heartland Education Pillar at [HeartlandEducation@vgm.com](mailto:HeartlandEducation@vgm.com) or call 319-274-8651.

We look forward to your role in continuing our long-standing tradition of providing outstanding educational opportunities to attendees of Heartland Conference!