

SouthEast Texas Trauma Regional Advisory Council

S.E.T.T.R.A.C.

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Austin, Colorado, Fort Bend, Harris, Matagorda, Montgomery, Walker, Waller and Wharton Counties

April 8, 2008

The 5th Annual SouthEast Texas Trauma Regional Advisory Council (SETTRAC) Emergency & Trauma Care Conference will be held on Monday August 4th and Tuesday August 5th in Houston, Texas.

We would like to invite local, regional and national educators to submit proposals for presentations.

The committee is seeking excellent speakers to present exciting, timely, thought provoking and educationally sound topics that are relevant to pre-hospital, EMS, injury, air medical, disaster medicine and trauma care. The audience will include allied health professionals, nurses, emergency medical technicians, paramedics, law enforcement, physicians, educators and students.

Your completed proposals must be received by Friday April 18th in order to be considered for selection. After your submission is reviewed, you will be contacted and advised of potential conference placement. You will also be advised if your topic(s) do not meet planned conference needs.

SETTRAC has limited funding to reimburse travel related expenses for no more than five expert speakers for 50-minute sessions. These expert speakers must arrange, at least 30 days in advance, and pay for all their travel-related expenses up front and will be reimbursed for expenses after the conference. If you are requesting travel reimbursement for yourself please complete the appropriate section of the application form. SETTRAC will determine which speakers will be reimbursed. Speakers who have requested travel reimbursement will be notified by May 1, 2008; if the request is approved.

Unless otherwise specified by written agreement, presenters will receive the following compensation/honorarium for their conference presentation(s): \$200 per 50-minute presentation, hotel accommodations booked 30 days in advance and complimentary registration for the conference.

Warmest Regards,

**Sarah Beth Abbott
Emergency and Trauma Care Conference
Committee Chair-2008**



Presentation Proposal Form: Deadline April 18th
Only complete proposals will be reviewed by the committee.

- Completed “**Presentation Proposal Form**” *below.* (one form per proposal)
- Brief Description** of presentation, for use in brochure if accepted (50-75 words or less, typed).
- Detailed Course Outline**, including teaching methods used.
- 3 to 5 Learning Objectives** that will be met by participants attending your presentation (“Upon completion, participants will be able to...”)
- Copy of any Handout Materials** you currently have available—more information will aid us in the selection process
- Biographical paragraph** (50-75 words or less, typed).
- Curriculum Vitae (CV)/Resume:** include information on professional activities, education & any teaching experience, in particular

Please type/print and complete entire form. Return with all materials required for proposal

Full Name & Credentials: _____

Employer/Affiliation: _____ Work Telephone: _____

Address for Correspondence: _____ Home Telephone: _____

City/State/Postal Code: _____ Fax Number _____

Email Address: _____

Presentation Title: _____

Intended Audience Profession: Emergency Medical Services (Fire/EMS) Nurse
(Check all that apply) Physician Assistant Physician
 Allied Health Professionals Educators
 Law Enforcement Other: _____

Intended Audience Experience: Introductory Intermediate Advanced
(Check all that apply)

Indicate your ideal maximum class size: _____ Estimated Travel expenses: _____

Email proposal to:
emsandtraumacare@yahoo.com

****Please email attachments in the format of MS Word for Windows or Adobe Acrobat Format.**