**Speaker Proposal Template (International Forum Melbourne 2018)**

**Deadline for proposal submission is Monday, 16 October 2017**

Please submit this proposal online at [**internationalforum.bmj.com/melbourne/call-for-speakers**](http://internationalforum.bmj.com/amsterdam/call-for-speakers/)

The submission of a completed proposal form does not in any way guarantee the submitter or presenters a speaking slot on the programme. Furthermore, it is not intended to create a legally binding relationship between the presenters and either the BMJ Publishing Group Ltd ‘BMJ’ or the Institute for Healthcare Improvement ‘IHI’. Please be advised that any offer to speak at the event will be subject to terms and conditions to be agreed at a later date.

Please note that all sessions are peer reviewed by the International Forum Programme Planning Committee. Sessions are selected to fit with the annual theme of the conference and the content streams that will be presented each year.

Some presentations may be filmed and broadcast during the event and published online by either BMJ or IHI afterwards – by submitting a proposal you agree for your presentation to be filmed and published in this way.

Competing interests must be declared on this proposal application otherwise the proposal will not be considered. If your presentation is selected, competing interests must be declared both verbally and on a slide at the beginning of the presentation at the International Forum.

**Successful presenters will be notified in January 2018. Any changes to speakers after acceptance of a presentation for the International Forum must be agreed in writing with the International Forum content team. You can send your notification of a change of speaker to Kyle Knox (**[**kknox@bmj.com**](mailto:kknox@bmj.com)**).**

The number of free registration places per session will be strictly limited to:

1. Sessions lasting 30 minutes or less - one free presenter place
2. Sessions lasting 60 minutes or more – maximum of two free presenter places

Funding for travel or accommodation is not provided to general programme speakers presenting at the International Forum.

**If your session is selected, the information in this proposal will be printed in the International Forum Brochure.**

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| **Title of session** (12 words max)  *If your session is selected, this will be the title listed on our website and event brochure, Consider making it eye-catching and engaging as well as descriptive of what you will be covering in order to maximize attendance at your session* |  |
| **Presenter 1** (primary contact) name |  |
| **Presenter 1** job title and organisation |  |
| **Presenter 1** email |  |
| **Presenter 1** contact phone number |  |
| **Presenter 1** address |  |
| **Presenter 2** (if required) name:  *Please note, only sessions that are 60 mins or longer will be eligible for a second presenter place* |  |
| **Presenter 2** job title and organisation |  |
| **Presenter 2** email |  |
| **Session description** (75 words max)  *If accepted, this description will appear in the event brochure – make sure to give a clear, concise and engaging description of what you will be covering and why delegates should attend* |  |
| **After this session, participants will be able to:**  *List three learning objectives* | After this session, participants will be able to:  1.  2.  3. |
| **CONFERENCE STREAM - select only one of the main conference streams in which your presentation would best fit**  1. Safety  2. Quality, Cost, Value  3. Person and Family Centred Care  4. Population and Public Health  5. Building Capability and Leadership |  |
| **Aimed at which audience groups**   1. Doctor/Physician 2. Nurse 3. Pharmacist 4. Policy and Public Health 5. Manager 6. CEO/Senior leader 7. Researcher/Academic 8. Student/Teacher   (please highlight all that apply) |  |
| **Care sector**   1. Primary Care (Family doctors) 2. Secondary Care (Hospital based doctors) 3. Tertiary Care (Specialist centre, taking referral from hospital) 4. Community Care   (please highlight all that apply) |  |
| **Experience level of the audience group this is aimed at**   1. Beginner 2. Intermediate 3. Advanced   (please highlight all that apply) |  |
| **Preferred format (please note we cannot guarantee your preference)**   1. Theatre style presentation 2. Workshop (please note, room layout not guaranteed to be round table) 3. Full or Half Day course (please note, spaces for courses are very limited)   (please highlight all formats the session could be delivered in) |  |
| **Preferred length (please note we cannot guarantee your preference)**   1. 30 mins (may be paired with a second 30 min submission on a similar topic) 2. 60 mins (limited places)   (please highlight all lengths the session could be delivered in) |  |
| **Co-creating our programme with patients –** *Please indicate how you have or will involve patients in the design of your presentation' - for the 2018 International Forum we will have a preference for content that has been co-created with patients, or designed with the patient perspective incorporated*. |  |
| **Professional references**  *Please provide two names, organisation of the individuals and email* |  |
| **Presentation experience**  *Please provide (i) details of other conferences or events at which you have presented this topic, or (ii) list previous speaking engagements which demonstrate your experience as a presenter* |  |
| **Biography of each presenter**  *If accepted, this description will appear in the event brochure*  (max 100 words each) |  |
| **Results and evidence to support the information you are presenting**  *please include any publications, data or supporting evidence which illustrate your outcomes*  *Note: proposals with clear data and show robust evidence for improvement are more likely to be accepted* |  |
| **Please indicate if ethics approval for any research work that has been undertaken has been obtained (where relevant)** |  |
| **Are you speaking on behalf of an organisation or institution? If so, please state** |  |
| **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, share holdings in pharmaceutical or other companies)   If no competing interests state ‘none’ |  |