

Speakers will be offered a discounted conference registration rate. Speakers will be responsible for their own lodging, transportation, CEU’s, handouts and registration. It is requested that speakers provide 50 copies of their session handouts.

Please send the following information to RTI:

**TITLE OF SESSION** 20 words or less

**SPEAKER QUALIFICATIONS** Please include a brief bio and resume for each speaker. Please include information on current position and qualifications to present topic(s) listed. Bios are intended to demonstrate speaker competency on the topic, not to detail work history. Bios should not exceed one page per speaker.

**SESSION DESCRIPTION** Limit 30 words. If your proposal is accepted, this will be inserted into the program to describe your session.

**LEARNING OUTCOMES** Please state learning outcomes for each session in measurable terms.

*Example*: Participants will be able to verbally identify at least three critical issues facing healthcare.

**SESSION OUTLINE** Please be brief yet descriptive. ATRA must have a detailed session outline in order to determine the number of CEUs to assign.

**MODE OF PRESENTATION** Please indicate whether the session will be lecture, discussion, interactive, panel, etc.

**JOB ANALYSIS CODE** A code must be assigned to each conference session.

Foundational Knowledge (FKW)

Practice of TR/RT (PTR)

            Organization of TR/RT Service (ORG)

            Advancement of the Profession (ADV)

**SESSION LENGTH** 60 minutes or 90 minutes

**AUDIOVISUAL EQUIPMENT:** We will provide a computer and LCD projector. If you need additional equipment, please list it here so that we can make sure to be able to accommodate you, but you will be required to bring any additional equipment needed.

**\*Please make sure that RT or TR is in both the title and description in order to be considered for approval from ATRA**

**This is the second call for presentation proposals. Please submit your proposal and required information as a Microsoft Word attachment via email to** [**recreationtherapistsofindiana@gmail.com**](mailto:recreationtherapistsofindiana@gmail.com) **by , December 17, 2021 to receive full consideration.**

**Thank you!**