

***Invitation to submit proposals*** from **Loren David Liebling, M.A.**, Exec Director; **Hawaii Dental Association:**

The Hawaii Dental Convention • January 15-16, 2015

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The HDA engages speakers for our annual convention held each January in Honolulu. We have a “fully-sponsored speaker” model which means that the speaker must arrange for his or her own honorarium and expenses via a sponsorship (up to two sponsors per speaker) or by sponsoring themselves. This means that the speaker comes to the Hawaii Dental Convention at no cost to the HDA.

All speakers must provide two half day (2.5 hours plus a 30 minute break – total 3 hours per class) courses that are distinct from each other. Our meeting is on a Thursday and Friday and we can accommodate speakers who wish to give both of their lectures on one day rather than one each day. No workshops or hand-on courses are accepted. We have 12-14 speakers, over 2500 attendees and 125 exhibitors.

All costs for marketing, promoting and presenting the speaker are borne by the HDA including publications, microphone, projector, and screen, room and CE credits. Handouts, if any, are posted to our website for attendees to download before the meeting and for several weeks after the meeting. Therefore your handouts are not limited in page number or length, up to you. Handouts are not permitted in the lecture room.

We would enter into a simple contract with you and that would be all that would be expected of you other than a color digital photo, brief biography and course descriptions with learning outcomes. (The HDA is a recognized ADA CERP provider.)

Upon arrival at the meeting venue you will be met by your HDA host who will stay with you through your courses and will be in the lecture room to assist you if there are any snafus. We will host you for lunch as well. We do have a room block in a local hotel and you are able to access that room block.

If you use sponsors they must complete a commercial supporter agreement that is a simple form stating they will be supporting you. We have no business relationship with the sponsor, it is strictly between them and you and we are not aware of the benefits they may offer you to lecture. However, the lectures must not be “advertisements” for the sponsor(s) as that would violate your agreement and their agreement. Sponsors names and logos may not appear in your slide deck or in your handout except as part of a review of all similar products or services. Sponsors names will be posted at the class room door, they will be announced by the room host when introducing you, their logo will be displayed prominently at the registration desk with other sponsors and their names and logos will be used in all promotional material that goes to attendees.

Our next opportunity for speaking is January 15-16, 2015. If you are interested in pursuing this opportunity please reply confirming your availability, your sponsorship, a brief bio or CV and a typical selection of the course topics with descriptions that you would be able to provide. This material will be presented to our Dental Education Program folks who will review the material and possibly contact you to discuss your presentations. After their meeting and follow up, I will be in touch with you for further discussion.

Mahalo and aloha.

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