



Veterinary Hospital Managers Association Educational Program Proposals

The Veterinary Hospital Managers Association (VHMA) Program Committee is accepting program proposals for future meetings and conferences. A list of upcoming conference dates and locations is available on our website at: <http://www.vhma.org/displayconvention.cfm>. Our Summer Meeting is always held the first weekend in June and generally in Toronto, ON. Our Annual Conference is always held the first weekend in October, the location varies. The format for these meetings is 2 1/2 days of lecture sessions, Friday - Sunday. (A full-day of program is usually 6.5 hours and a half-day is usually 3.5 hours.) Please note that we do not accept proposals for our Annual Management Retreat.

Proposals for workshops, panels and lectures should involve issues of importance to veterinary practice managers. Areas of interest include, but are not limited to: Human Resources; Law and Ethics; Marketing; Practice Organization and Management as well as Finance and Budgeting.

If you would like to be considered for one of our educational conferences, you must submit a proposal to the Program Committee.

Proposals must include the following information:

Speaker information:

- Name, title, organization, credentials and current contact information
- A brief biography
- Speaking experience and publications

Program information:

- Program title
- Intended audience and content level (beginner, intermediate, advanced)
- Program length and method of presentation
- Detailed program outline or summary
- Expected learning outcomes
- Copies of teaching aids, i.e. handouts and/or presentation slides

The VHMA Education Committee reviews the proposals based on the following questions: How relevant is the content to veterinary practice managers? What is the speaker's knowledge of the content? What are the speaker's presentation skills?

The VHMA has a preset expense reimbursement policy for our educational programs. Attached is a copy of our expense reimbursement policy.

If you are selected to participate in one of our educational conferences, you will be required to provide a comprehensive handout to be included in our book of proceedings given to each participant. If you are making a PowerPoint presentation, we also require that you provide an electronic copy of your presentation to the VHMA office to be made available to attendees if they so wish.

Please note, the VHMA audio records our education conferences; by submitting a proposal you agree to allow the VHMA to audio record your program for sale purposes. A complimentary set of audio recordings of your program will be made available to you.

We look forward to receiving your proposals and to working with you at one of our educational conferences.

Submit proposals to:

Veterinary Hospital Managers Association
PO Box 2280
Alachua, FL 32616
(518) 433-8911 • (518) 320-8575 fax • admin@vhma.org • www.vhma.org



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Educational Program Proposal Form

Speaker Name: _____

Title: _____

Company: _____

Business Address: _____

City/State/Zip: _____

Phone #: _____ Fax #: _____

E-Mail #: _____ Website: _____

VHMA Conference Preference/Year : Summer Meeting or Annual Conference/ Year: _____

Program Title: _____

Topic Area (check one): Human Resources Law & Ethics Marketing Organization & Management

Finance & Budgeting Other: _____

Targeted Audience: _____

Program Level: Beginner Intermediate Advanced

Length of Lecture: _____

Teaching Strategies (lecture, demonstration, slide/overhead presentation, etc.): _____

Please submit the following information in addition to this proposal form to the VHMA office (additional information must be in typewritten form and can be e-mailed to the VHMA office at admin@vhma.org): a speaker biography, speaker credentials, speaking experience and publications; a detailed program outline or summary, expected learning outcomes and copies of teaching aids, i.e. handouts and/or presentation slides. *Proposals submitted without this information will not be reviewed.*

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Speaker Signature: _____



VETERINARY HOSPITAL MANAGERS ASSOCIATION

PO Box 2280

Alachua, Fl 32616

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SPEAKER PAYMENT/EXPENSE REIMBURSEMENT POLICY

The VHMA will pay/reimburse program speakers for presentations offered at VHMA events according to the following criteria:

Speaker Fees

Speakers will be paid \$200 per hour for professional presentations unless otherwise contracted.

Travel

Expenses for travel to and from the site of the VHMA event, auto mileage or airfare, whichever is cheaper.

Auto mileage will be reimbursed at the current federally allowed rate.

Airfare will be reimbursed at the coach rate. Efforts to purchase tickets in advance to obtain the best possible rates are encouraged and greatly appreciated.

Reimbursement for car rentals to and from an airport will be allowed only if the cost is less than taxi fares.

Overnight Accommodations

Expenses for overnight accommodations will be reimbursed at the secured group rate at the event site.

One (1) overnight accommodation will be reimbursed for half-day presentations, two (2) overnight accommodations will be reimbursed for full-day presentations.

Meals

A \$50 day per diem is allowed for meal expenses.

Two (2) days worth of per diems will be reimbursed for half-day presentations, three (3) days worth of per diem will be reimbursed for full-day presentations.

Program Materials

Reimbursement for reasonable expenses for duplication or printing of program materials is permitted. If possible, materials for meeting presentations should be provided to the VHMA office one month prior to the scheduled event for meeting preparation.

Incidentals

Telephone calls, cleaning, entertainment, and other personal expenses will not be reimbursed.

Payment for fees and expenses will be processed only upon receipt of detailed invoice, which must include all receipts, copies of airplane tickets, and other supporting documentation. Please include your Social Security number within your invoice.