



**West Virginia Academy of Nutrition & Dietetics
Annual Conference
Bridgeport Conference Center
Bridgeport, West Virginia
April 11 & 12th 2019**

Request for Speaker Proposals

The 77th West Virginia Academy of Nutrition & Dietetics Annual Conference will be held at the Bridgeport Conference Center in Bridgeport, WV, located conveniently in North Central West Virginia, two hours north of the State Capital, Charleston, WV and two hours south of Pittsburgh, PA. Bridgeport's rich heritage has its earliest beginnings in the 1750's when it was still a part of Virginia. North Central WV has a growing local food scene, and has access to state parks with scenic overlooks, wooded trails for biking, hiking, rock climbing, white water rafting and zip lining! Near by North Central West Virginia Airport, serviced by United Airlines, makes Bridgeport, WV easily accessible from many points across the US.

Section I: Proposal Guidelines

All proposals are due by November 2, 2018. Please submit to Gina Kontur at mywvand@gmail.com.

Sponsors who would like to submit a proposal may also use this form. All sponsored sessions will be subject to the same evaluation criteria and requirements applied to other sessions.

- All potential conflicts of interest must be fully disclosed at the time of proposal submission.
- Only two submissions per individual or group will be considered.
- Proposals from individuals who have not presented at the WVAND in the past two years are particularly encouraged.
- Incomplete proposals that do not follow the guidelines, and those not related to the WVAND theme will not be considered.

Section II: Evaluation Criteria

Consistency of the proposal with all parameters outlined in this Request for Proposal (RFP)
Relevance of topic to the Symposium theme and one or more of WVAND's practice area(s):

- Nutrition for sports, physical activity, cardiovascular health, wellness, and the prevention and treatment of disordered eating and eating disorders
- Importance or benefit of the topic to WVAND members
- Timeliness of topic

- Substantial published evidence in support of the session, and/or highlighting lack of evidence and research needs related to hot nutrition topics
- Innovative perspective on topic and/or original presentation or teaching approach (e.g., audience engagement, interactive case studies)
- Speaker experience in practice, research, training/education, and speaking experience in the topic area

Section III: Requirements and Notification

The completed 2019 Symposium Speaker Proposal Application must include:

1. Applicant name and credentials as you wish them to appear in promotional materials
2. Full contact information, including business and cell telephone, email, and postal addresses
3. A 150-word biosketch and a three-page (maximum) curriculum vitae (CV) or resume for all proposed speakers, including organizational memberships:
 - Note: WVAND is requesting both a 150-word biosketch and a three-page (maximum) CV or resume; speaker(s) will have the opportunity after acceptance to update their biosketch for print materials)
4. **Proposal Components**
 - a. Title, 150-word abstract
 - b. Identification of two to three learning objectives Learning level per Commission on Dietetic Registration (CDR) guidelines.
 - Level I: Assumes that the participant has little or no prior knowledge of the area(s) covered
 - Level II: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered
 - Level III: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered
 - c. Details of how the session will be organized, including any skills being demonstrated or taught, and potential audiovisual needs (subject to approval by WVAND).
 - d. Preliminary list of research references and brief description of how this research can benefit the practice of RDNs
 - e. Specification of the WVAND practice area(s) to which the proposal applies
 - f. Suggested organization or company that may be willing to sponsor the presentation (optional)
 - Complete disclosure of any potential conflicts of interest, including sponsors or clients associated with the inception, formation, and/or submission of the proposal

- Please note that if there is an existing relationship between the applicant and a potential sponsor for the proposal being submitted, the sponsor should contact the WVAND office prior to submitting the proposal at: myWVAND@gmail.com

EMAIL on or before November 2, 2018

Proposal files should be named and formatted as follows:

- File name for proposal: "Presenter Last Name.Presenter First Initial – 2019 WVAND RFP"
- File name for CV/Resume: "Presenter Last Name.Presenter First Initial – 2019 WVANDCV"
- File format must be ".doc"
- Example: "Jones.M – 2019 WVAND RFP" and "Jones.M – 2018 WVAND CV"

Notification of decision on all submissions will be sent via email no later than December 15, 2018