

# SPEAKER INFORMATION FORM

for ANFP Chapters

Meeting Name: \_\_\_\_\_

Dates/Venue/City, State: \_\_\_\_\_

Please submit this completed form to (name): \_\_\_\_\_

at (e-mail): \_\_\_\_\_ by (date): \_\_\_\_\_

**1. SESSION TITLE:** \_\_\_\_\_

*Use a title that is interesting, informative, and clearly reflects the session content.*

**2. SPEAKER(S) NAME & CREDENTIALS:** \_\_\_\_\_

**3. SESSION SUMMARY:** \_\_\_\_\_

*A 50-word or less description of your presentation to appear in conference program guide.*

All sessions submitted for CBDM Prior Approval must provide substantive educational content aligned with the CBDM Scope of Practice to qualify for CE hours. Vendor representatives serving as speakers must present in an educational, non-promotional manner and may not market, sell, or endorse specific products or services during the session. All presentations must utilize the approved slide deck template available in the [Prior Approval Toolkit & Meeting Resources](#). CBDM reserves the right, as part of its quality assurance process, to request additional documentation, including full slide decks, to ensure compliance with program standards.

**4. SESSION LEARNING OBJECTIVE:** *Please use measurable terminology to describe your goals; words like define, discuss, plan, propose, compare, choose, analyze, explain, identify, etc. The words know, understand, and learn are not considered measurable. Provide outcome-oriented learning objectives indicating:*

- *What will the program accomplish?*
- *Why is this session considered a valuable learning experience?*
- *How will this session help attendees on the job?*

**5. SESSION LENGTH:** *Normally one hour* \_\_\_\_\_

**6. BIOGRAPHY:** *Please provide a summary of your qualifications to speak on this topic. Will be used in the conference program guide.*

**7. AUDIOVISUAL NEEDS\*:**                      AV Cord                      Flipchart                      Other (specify below)

Other: \_\_\_\_\_

ANFP Chapter Board Members, if at the conclusion of your event you would like to recommend a speaker to be included in the ANFP Speaker Directory, please e-mail this completed form or complete the [Speaker Recommendation Form](#) and e-mail to the ANFP Education Department.