

PCB ANNUAL CONFERENCE: APPLICATION TO PRESENT

April 24-25, 2023

PCB encourages presenters to submit trainings that present an intermediate or advanced treatment of the topic and content that can be presented and adapted to both 2 or 3-hour time frames. Please print ALL information clearly.

Presentation Title (Please keep titles short):

Level of Training: ☐ Basic ☐ Intermediate ☐ Advanced

Topic Areas: ☐ Ethics ☐ Professionalism ☐ Clinical Issues ☐ Co-Occurring ☐ Criminal/Juvenile Justice
 ☐ Prevention ☐ Secondary addictions ☐ Family Issues ☐ Research to Practice
 ☐ Medication Assisted Treatment ☐ Other _____

***Description of Presentation:** Attach a narrative paragraph summary of the presentation including primary goals and objectives, bibliography (all citations used to create content), at least two professional references (include name and contact information) who are aware of your presentation skills, and a recent CV or Resume.

Primary Presenter: Name: _____ Degrees/Credentials: _____

Title: _____ Employer: _____

Address: _____

Cell Phone: _____ Email: _____

***If co-presenting, please provide contact information above for all co-presenters on a separate page.**

Selection Process: Applications will be judged on originality, perceived interest and need, quality of submission, objectives and references. An effort to balance the conference program will also be a consideration in the selection process. ***Incomplete submissions will not be considered. Please carefully review the instructions prior to submission.***

PCB will waive the conference registration fee for each presenter chosen. Presenters are responsible for all the materials needed for the presentation, e.g., PowerPoint, handouts or visual materials of any kind as well as any travel/lodging for presenting.

***Deadline for completed applications is November 1, 2022.** Notifications will be sent by **December 5, 2022** to all who submit. **Completed applications and attachments should be emailed to dhaas@pacertboard.org or faxed to 717.540.4458.** For questions, email dhaas@pacertboard.org or call (717) 540-4455, ext. 106.

Preparing to Write an Effective Conference Training Proposal: The primary purpose of a training proposal is to briefly describe the content and methods of instruction to your intended audience. A carefully crafted proposal will convey the most relevant elements of the training to those who will most benefit from the training and offer a clear description of what they can expect if they attend. **Keep it short.** The proposal should be between 250 to 300 words. The narrative proposal should be written as only one paragraph with no indentation. To succinctly describe your training, you will need to determine which elements are the most important. Structure the proposal in the same order as the proposed training. Begin with a summary of the training, and then continue with a bulleted summary of the goals and learning objectives and how these will be presented.