



An Invitation

The First Coast Worksite Wellness Council (FCWWC) invites professionals from all areas of wellness to submit breakout session proposals for its 8th Annual Worksite Wellness Conference. Past conferences have hosted over 250 executives, wellness directors/managers, health plans, physicians, hospitals, brokers, HR specialists and vendors who have convened to learn best practices and evidence-based methods for establishing and sustaining successful wellness initiatives in the workplace, home and community. Proposals should highlight the 2016 Conference theme, “Mental Fitness and the Holistic Approach to Wellbeing”.

The FCWWC 8th Annual Conference will be held on May 11, 2016 at the Adam W. Herbert University Conference Center. Attendees will enjoy two keynote speaking sessions, two breakout sessions, interaction with wellness professionals including various vendors, the Frank Barker Wellness Leader award presentation and Healthiest Companies luncheon – over 50 recipients in 2016.

Through this **Call for Breakout Session Proposals**, we invite you to share your expertise, best practices and evidence-based methods in the worksite wellness arena. Proposals must be submitted via email using the Workshop Proposal Submission Form.

Proposals are due by 5 pm on March 18, 2016. Submitting presenters will be notified of the outcome of the proposal review process by **April 15, 2016**.

SUBMIT A PROPOSAL

Proposals are being solicited for the following tracks:

- a) Worksite wellness – session focusing on current research and best practices for health and wellness programming and interventions in the workplace setting, i.e., plan, design, and implementation; policy change; evaluation and reporting; communication; management. Sessions should target young worksite wellness programs.
- b) Emotional/Mental wellness – session focusing on current research, theory, or best practices in emotional and mental health.
- c) Holistic wellness – session providing attendees the opportunity and tools to enhance their own health and wellness, i.e., meditation, yoga, team building, healthy cooking, etc.
- d) Health care reform – session addressing current rules, laws and regulations pertaining to ACA, EEOC, HIPAA, etc.
- e) Environmental wellness – session content focusing on current research, theory, and/or best practices related to building a healthy environment in workplaces, homes and community
- f) Social wellness – session content focusing on current research, theory, or best practices in communication skills, building relationships and/or creating a support system at the workplace, home and community.
- g) Population health management – session content focusing on current research, theory, or best practices for programs and interventions implemented by professionals in clinical or public health settings.
- h) Coaching – session content focusing on current research, theory, or best practices in health and wellness coaching.



Workshop Presenter Details

Presentations:

FCWWC will provide a PowerPoint template that all speakers must use. This provides a consistent brand for attendees. Speakers may insert their organizational logos in the presentation. Speakers are required to provide their final PowerPoint presentations, to FCWWC by **May 4, 2016**.

Speaker Expenses/Honoraria:

The FCWWC does not pay per diem, honoraria, or expenses. However, you will receive complimentary conference and awards lunch admission.

Speakers Limited:

FCWWC limits each breakout session to two speakers maximum.

Session Length:

Each breakout session will be 50 minutes long. Please allow time for questions and answers. You will be expected to present an identical session in the morning and afternoon.

Scheduling:

Once accepted, presenters will receive a preliminary conference itinerary. Please arrive at least 15 minutes prior to your session to be briefed on breakout room procedures and equipment. Equipment (laptop and projector) will be provided by the council.

Sales or Promotions:

Direct promotion of products, services, or monetary self-interest is not allowed in the breakout sessions.

HOW WILL PROPOSALS BE SELECTED?

Proposals will be reviewed by members of the Conference Planning Committee which consists of FCWWC Board of Governors and Senior Advisors

EXPECTATIONS OF PRESENTERS

- All presenters must submit an electronic copy of their presentation by **May 4, 2016** and agree it will be posted on the FCWWC website.
- Presenters will recognize and disclose any financial stake in the product/service presented (if applicable) at the conference.

QUESTIONS

If you have questions about the proposal process, please contact Jennifer Stein, 912-552-7349 or Addie Starks, 904-744-1336 x243



Workshop Submission Form

Submitting Presenter's Name:

(Submitting presenter is considered to be the main contact for this proposal)

Submitting Presenter's Title:

Organization:

Address:

Phone Number (include area code):

Email:

Presentation Level

Please select one:

- Introductory Wellness Programming
- Experienced Well Workplace
- Brokers and/or Wellness Program Vendor

Please provide a short paragraph describing your presentation for inclusion in conference marketing materials.

All presenters must submit information for CEUs including a CV and/or bio, learning objectives, references and a picture.

Additional Presenter Contact Information

Contact information **for one additional person** that may participate in your presentation.

Presenter # 2

Name:

Title:

Organization:

Address:

Email:



Equipment Needs

Please list your equipment requests below.

Type of Equipment	FCWWC to Provide?	Presenter to Provide?
Laptop	<input type="checkbox"/>	<input type="checkbox"/>
Projector	<input type="checkbox"/>	<input type="checkbox"/>
Presentation Remote (clicker)	<input type="checkbox"/>	<input type="checkbox"/>
Printed Handouts	<input type="checkbox"/>	<input type="checkbox"/>
Other		

LIST THREE SESSION GOALS

Goal 1:

Goal 2:

Goal 3:

LIST THREE LEARNING OBJECTIVES

Learning Objective 1:

Learning Objective 2:

Learning Objective 3:

SUBMITTING PRESENTER AGREEMENT (Please read and initial below.)

I understand that if this proposal is accepted I am responsible for all of my conference expenses. If this proposal is accepted, I understand it is my responsibility to return the signed confirmation form by the acceptance letter due date and to inform my co-presenter (if applicable) to register and pay for the conference. I understand that this proposal may be edited to fit the conference program. I understand that FCWWC will not pay for presenter expenses (except for flipcharts, slide and overhead projectors/screens, and PowerPoint handouts) unless indicated in writing by FCWWC.

_____ I am the submitting presenter and will comply with the above statement.