



Thank you for your interest in speaking at the Foundation's 2018 Clinical Conference and/or the Annapolis Meeting. The Clinical Conference is scheduled for Thursday, November 8 – Sunday, November 12 at the Valley Forge Casino Resort in King of Prussia, PA. The Annapolis Meeting is scheduled for Friday, December 7 – Sunday, December 9 at the Historic Inns of Annapolis in Annapolis, MD. The Foundation is searching for podiatrists, as well as other healthcare practitioners from the medical community, to present to approximately 400 DPMs at the Clinical Conference and 50-65 DPMs at the Annapolis Meeting. Please note that for the Annapolis Meeting, we are searching for 5 speakers. Each speaker would present in a time blocks of 2.5-3 hours, presenting on topics related to a singular subject, such as surgery or wound care.

The Foundation is a non-profit 501 c 3 and the educational arm of the PA Podiatric Medical Association. We are headquartered in Camp Hill, PA and offer a multitude of continuing medical education conferences each year. We are approved by the Council on Podiatric Medical Education to provide CE Contact Hours to podiatrists from across the country.

The Foundation encourages you to apply to speak at a 2018 meeting, even if you have spoken before for us. Once we review the applications in mid-January, we will be in touch with you if we are interested in scheduling you for a specific time to lecture during a meeting.

The Foundation will work with selected speakers in order for the Foundation to apply for unrestricted educational grants for the meeting. If you are chosen to speak at the meeting and are aware of a company who may be interested in providing a grant for the meeting, we will applying for the grant and handle the necessary administrative requirements for the grant. All grant monies must come through the Foundation, funds cannot be paid to a speaker directly from a commercial organization. The Foundation's typical honorarium is \$200/lecture hour and we will cover your travel expenses to/from the meeting.

Please complete the appropriate application for the Clinical Conference and/or Annapolis by 9:00 am on Monday, January 8, 2018, to be considered to speak at a meeting. Thank you for your time and please feel free to contact me if you have any questions.

Sincerely,

Lara F. Beer-Caulfield
Director of Education and Meeting Planning

Basic Meeting Information:

Basic Meeting Information	Clinical Conference	Annapolis Meeting
Event Dates	Thursday, November 8 – Sunday, November 12, 2018	Friday, December 7 – Sunday, December 9, 2018
Location	King of Prussia, PA; 20 minutes outside Philadelphia, fly into PHL (Phila. International)	Annapolis, MD (closest airport is BWI)
Expected Attendance	400 DPMs, 50 podiatric assistants, 72 exhibitors	50-65 DPMs, 10 exhibitors
# of Speakers	25-30	5
Lecture Times	Between 15 minutes and 1 hour-no one lecture will exceed 1 hour	Each speaker will present for 2-3 hours on approximately 5 sub-topics
Honorarium	\$200/lecture hour, minimum of \$200/lecture	\$1000 for all lectures
Travel Reimbursed	Yes	Yes
Exhibitor Opportunities	Yes, 72 10x10 booths	Yes, 10 tabletops
Anticipated Lecture Hours	Friday: 8:00 am – 6:00 pm Sat.: 8:00 am – 6:00 pm Sun.: 8:00 am – 1:30 pm	Friday: 12:00 pm – 5:00 pm Sat.: 8:00 am – 1:00 pm Sun.: 9:00 am – 12:30 pm
# of Planned CE Contact Hours @ Event	25	12

All topics submitted to the Foundation for consideration must be medical in nature-no “pitches” for products will be accepted, nor any topics determined to be for personal financial gain (e.g., financial planning, real estate investments, marketing, and billing)¹. The person submitting an application to lecture must be the person who will be presenting, no applications from third-party organizations are able to be accepted.

¹ CPME 720, Standards, Requirements, and Guidelines for Approval Of Sponsors of Continuing Education in Podiatric Medicine, page 11/36