GLMA’s 32nd Annual Conference | September 10 – 13, 2014
Baltimore, MD

Speaker Packet
Welcome!

Thank you for joining us as a speaker for GLMA’s 32nd Annual Conference in Baltimore, MD this September!

GLMA is committed to providing high-quality, accredited educational programming to our conference attendees. This packet contains important information about deadlines and logistics as well as information that will help you in the development of your presentation for the conference.

We appreciate you sharing your knowledge and experience with our conference attendees. Thank you for your contribution to making the 32nd Annual Conference a success!

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Speaker Checklist

- Submit Speaker Forms
- Submit bio
- Submit abstract and learning objectives
- **Read the Speaker Packet!**
- Encourage your colleagues to attend the Annual Conference!
- Submit workshop speaker information (by 7/15)*
- Make hotel [reservation](#) (by 8/15)
- [Register](#) for the Annual Conference (by 8/15)
- Submit PowerPoint Presentation (by 8/22)

### Deadlines-at-a-Glance

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<th>Date</th>
<th>Description</th>
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<tr>
<td>7/15</td>
<td>Deadline for additional workshop speakers</td>
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Annual Conference Logistics

Session Format
There are five types of sessions for the 32nd Annual Conference: Workshop, Skills-Building, Oral Original Research, Poster Original Research and Plenary.

- **Workshop and plenary sessions** will last one hour and should include 10-15 minutes for audience Q&A.
- **Skills-Building sessions** will last 90 minutes, should be hands-on and very interactive.
- **Oral original research sessions** will last one hour and include three 15 minute oral presentations. At the end of each presentation, there will be five (5) minutes for audience Q&A. Research presentations should be separated into five sections: Background, hypothesis, methods, results and conclusions.
- **Poster original research sessions** will last 30 minutes and are scheduled concurrently with a coffee break. See page 5 for more information.

Please practice your presentation to ensure it fits into the specified timeframe. **It is imperative ALL speakers stay within their allotted time.** Each session room will have a Time Keeper who will help you stay on schedule.

Audio/Visual
Workshop, skills-building, oral original research and plenary session rooms will have a laptop, projector, screen and podium. A microphone will be provided in large rooms. Additionally, the plenary session room will have one floor microphone for audience Q&A. Poster sessions do not have any audio/visual equipment.

PowerPoint Presentations
All speaker PowerPoint presentations must be submitted to Emily Kane-Lee, GLMA’s Education & Communications Manager, at ekanelee@glma.org by August 22 2014.

All presentations will be reviewed and **pre-loaded** onto the session room laptops, therefore it is imperative you submit your PowerPoint presentation by the deadline.

Printed Materials/Handouts
Speakers are responsible for any printed materials and handouts for sessions. Workshop and Oral Research session rooms can accommodate 25-65 attendees. Please plan accordingly for handouts.
Additional Speakers
Per the abstract submission guidelines, only one presenter is permitted for original research sessions (oral and poster) and up to four presenters are permitted for workshop sessions.

If you have presenters for your workshop session who were not included in your abstract submission, you must contact Emily Kane-Lee for instructions on how to add them to your session. All additional speakers must be submitted to and approved by GLMA by July 15, 2014.

*Please Note: Only speakers approved by GLMA will be permitted to present and to register at the speaker rates. All potential speakers must submit financial disclosure forms and other required information before being approved.

Poster Original Research Sessions
A poster session is a graphic presentation of original research. The research authors illustrate their findings by displaying graphs, photos, diagrams and a small amount of text on the poster. Authors will hold discussions with attendees who circulate among the poster boards.

Poster Specifications
Research posters should be no bigger than 3’ x 4’ (in other words: 3 ft high and 4 ft wide). Poster boards and push pins will be provided for you.

Posters should be separated into five sections: Background, hypothesis, methods, results and conclusions.

Please bring copies of print outs of your posters to tack up next to the poster for attendees to take with them. Do not leave stacks of materials on the floor. All authors are responsible for producing the materials related to their presentations.

Reminder: Only one author for each oral and poster presentation is authorized as a speaker, although all authors may be listed in the conference program. You must provide the additional authors’ names to Emily Kane-Lee by July 15, 2014, if you would like the names to appear in the conference program.
About GLMA
GLMA: Health Professionals Advancing LGBT Equality, which was founded in 1981, is the world’s oldest and largest association of lesbian, gay, bisexual, transgender (LGBT) and ally health professionals.

Our mission is to ensure equality in healthcare for LGBT individuals and healthcare professionals and our members come from across the US and Canada and across the health professions.

About GLMA’s Annual Conference
The mission of GLMA’s CME/CE program is to develop a health workforce that is competent to serve the needs of lesbian, gay, bisexual and transgender (LGBT) persons and to improve the healthcare climate to be welcoming to LGBT health professionals, students and patients.

Audience
GLMA Annual Conference attendees are from across the health professions (including students from across the health professions), researchers, academics, advocates and health policy professionals. Attendee’s areas of expertise inform all aspects of the healthcare system – including research, academia and government agencies, with the majority providing clinical care.

GLMA asks that presentations address the intersections of race, ethnicity, sexual orientation, gender identity and HIV status and their impact on health disparities. GLMA also asks that presentations be geared to a multidisciplinary audience.

Expected Results
Through the Annual Conference, GLMA works to support the continuous learning and professional development of attendees to improve health professional competence regarding LGBT health issues and the climate for LGBT health professionals, students and patients.

Sessions at GLMA’s Annual Conference should be developed and presented in such a way session attendees develop skills and learn strategies that will improve their professional practice. While increasing knowledge is an important component of GLMA’s educational programming, GLMA encourages all speakers to increase attendees’ skills and provide attendees with strategies they can implement in their own professional practice.
Evaluations

GLMA strives to provide educational programming that meets the needs of conference attendees. Evaluations are one way GLMA measures this goal.

Attendees will be provided with an overall conference evaluation. They will have the opportunity to indicate the most and least effective sessions.

Please remind your session attendees to complete their evaluations.

Evaluations utilize the following criteria:

- The session met the stated learning objectives.
- The presentation was free from commercial bias.
- Attendees are likely to make changes in their practice as a result of the session.
- The session addressed associated issues of health disparities and/or diversity.
- The presenters provided clear and relevant evidence-based content.
- The educational format of the session was appropriate for the topic and learning objectives.

Original Research Presentations:

- The research methodology was appropriate for the outcomes reported.

Additionally, attendees will be asked to identify at least one strategy they will implement through their professional practice based on lessons learned in the session.

Attendees will also be given an opportunity to provide their own comments. Historically, attendees take this opportunity to express their assessment of a speaker’s presentation abilities and their opinion of the session overall.

Session-Specific Evaluations

GLMA does not provide evaluations for each session. If you would like to evaluate your session specifically, please feel free to do so. You are responsible for printing the evaluations, collecting and analyzing the results. Click here to download a template.
Tips for Successful Presentations

This section will outline tips to help you develop a successful presentation for GLMA Annual Conference attendees.

Learning Objectives

Your abstract submission required three learning objectives and was selected for inclusion in the Annual Conference, in part, based on these objectives. Therefore, the learning objectives should serve as your guide for developing your presentation.

The learning objectives you provided in your abstract submission will be included in the final conference program, which is distributed to all conference attendees. Additionally, one session evaluation criterion is how well you met the stated learning objectives for your presentation.

PowerPoint Presentations

GLMA encourages the use of PowerPoint presentations because, when done right, they can be an effective teaching tool.

However, many speakers create PowerPoint slides that are dense with words and concepts, and they often read directly from the slides. DO NOT DO THIS!

Use these tips when creating your PowerPoint presentation:

- PowerPoint slides should be clear, concise and readable:
  - Do not use too many slides. *(Suggestion: Average 3 minutes per slide.)*
  - Do not use too many words on slides. *(Suggestion: 5-8 lines per slide and 5-7 words per line.)*

- The graphics you include should:
  - Support your verbal message and clarify ideas;
  - Emphasize key points;
  - Show relationships; and
  - Highlight the most important information from your message.

- Plan a template and color scheme and use them consistently. *(Contrasting colors work best!)*

- Sides should be interesting and keep the audience’s attention!

- Do not read from your slides!
Adult Learners

When developing content for continuing education programming, such as presentations at GLMA’s Annual Conference, speakers should keep in mind principles of adult learning and best practices in presentation development.

- **Adult learners are problem-centered.** They want specific solutions to the problems they face in their lives and in their work.

- **Adult learners appreciate a variety of teaching methods and learn by doing.** Interactive discussions, visually and orally presented information, case studies and small group work are examples of methods that are successful when teaching adults.

- **Adult learners like to know what they should expect from a presentation.** Provide attendees with your learning objectives and an agenda at the beginning of your presentation so they will be better able to follow you throughout the presentation.

- **Provide adult learners with take-away points.** At the conclusion of your presentation, summarize the most important points the learners should take away from your presentation.

Remember, we expect attendees to leave each session with new **skills and strategies to apply in their practice.** These make great take-away points!

- **Audience Q&A & discussion time.** Leave enough time (at least 10 minutes) at the end of your presentation to take questions from the attendees. Use this time to not only address questions, but encourage discussion among attendees.

Have questions about how to develop your presentation to meet the needs of GLMA Annual Conference attendees? [Contact us!](#)
Registration Information

All speakers must register for the Annual Conference. GLMA is pleased to offer special registration rates of $250 for speakers who are GLMA members and $300 for non-members. Speakers must register by August 15, 2014. Click here to register. If you would like to Become a GLMA member to receive the discount and other GLMA benefits, click here.

Hotel Information

The 32nd Annual Conference will take place at the Sheraton Inner Harbor in Baltimore, MD. Sheraton Inner Harbor Hotel surrounds you with the best of Baltimore. Steps from the magnificent Inner Harbor and Oriole Park at Camden Yards, the hotel is convenient to everything that makes Baltimore so wonderful.

Sheraton Inner Harbor
300 South Charles Street
Baltimore, MD 21201
(410) 962-8300
(800) 325-3535

GLMA has negotiated a reduced rate of $170 (single/double) for a limited number of rooms.

Reservations can be made by calling (410) 962-8300 /toll free at (800) 325-3535 or online through GLMA’s personalized rooming website. If you call to make your reservation, be sure to ask for the group rate for GLMA’s 32nd Annual Conference! Reservations must be made by August 15, 2014. We are expecting to fill up early again this year...be sure to make your reservations soon! Please see GLMA’s Annual Conference website for information about travel discounts.

Contact Us!

For updates on the preliminary program and social events affiliated with the Annual Conference, please visit www.glma.org/conference. If you have questions or comments, contact us!

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