

## INSTRUCTIONS FOR SPEAKERS

2016 NMQF Leadership Summit on Health Disparities and Spring Health Braintrust  
April 11-12, 2016  
The Ritz-Carlton, Washington, DC

Thank you for your commitment to serve as a presenter during the 2016 NMQF Leadership Summit on Health Disparities and Spring Health Braintrust. We have prepared the following instructions to help ensure that your presentation goes as smoothly as possible. If you find that you are not able to meet any of the deadlines outlined below, please contact us as soon as possible so that we can make an effort to accommodate your schedule.

**Biographical sketches and handouts will be posted online as downloadable PDFs only. They will not be printed for distribution at the conference.**

- Please e-mail a 300-word biographical sketch in Microsoft Word to Ms. Keturah Karley (kharley@nmqf.org) no later than **4:00 PM, April 1, 2016** for inclusion in the program materials. Faxed materials or pdf materials will not be used. NMQF staff will not prepare biographical sketches. **All presenters in the CME-eligible clinical sessions must send a full resume/cv, as well as the biographical sketch.**
- **Presentations:** Meeting rooms will be equipped with LCD projectors, tabletop microphones, laptop computers with the latest versions of Microsoft PowerPoint and Word, and projection screens. You must e-mail your PowerPoint slides and a one-page abstract of your presentation to Ms. Harley no later than **4:00 PM, April 1, 2016**. Presentations received after April 1, 2016 may not be loaded onto the session computer.
- **Materials for dissemination or display during the conference:** Conference staff will not reproduce handouts before or during the Summit. If you plan to use handouts, you must send the copies to the hotel according to the instructions below. We recommend at least 200 copies. All presentations will be posted on the Forum's website approximately one week after the Summit.
- **Shipping Instructions: All materials must be shipped to arrive no earlier than Friday, April 6, 2016.** Address packages to: The Ritz-Carlton, Washington, DC, 1150 22nd Street, NW, Washington, DC 20037. Each package must clearly identify your name, the event name and date (National Minority Quality Forum, 2016 Summit and Awards Dinner, April 11-12, 2016), and the name of the hotel contact (Ms. Leigh Murdock). Postage for all packages must be prepaid. If you have any questions about these instructions, please contact Keturah Harley at 202-223-7560 or [kharley@nmqf.org](mailto:kharley@nmqf.org).