Colorado ENA State Conference

Conference Date: November 1, 2019

Checklist for Submitting Application

All conference speakers must complete the following forms:

* Conflict of interest form (one per presenter)
* Education planning table (**one per presentation**) - be sure the table includes:
	+ Learning outcome
	+ Content outline
	+ References (no references prior to 2014 accepted)

Forms must be completed electronically and emailed to conferenceplanning@coloradoena.org in original Microsoft Word format. **Do not convert to pdf or other file format.** Please name each file with author last name, then item. For example, Anita Dorr might submit the following:

* Dorr\_COI
* Dorr\_Planning\_Table\_History of ENA
* Dorr\_Planning\_Table\_Tales of Judith Kelleher
* Please include a brief summary of the presentation for the booklet and advertising. **No more than 2 to 3 sentences.**

Speakers are strongly encouraged to submit more than one presentation for consideration.

Presenters will be notified by September 8th, 2019.

**Deadline for submission is August 31, 2019**