



Faculty Development PRESENTATION PLAN

PLEASE RETURN TO FACDEV@UNMC.EDU BY THE DATE INDICATED IN YOUR
CORRESPONDENCE WITH OUR TEAM

Event Organizers:

Office of Faculty Development | University of Nebraska Medical Center | Omaha, NE 68198-5511

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Eric Bloomquist, Communications & Learning Experience Manager | ebloomquist@unmc.edu | m: 402.640.2448

Dr. Linda Love, Director | lmlove@unmc.edu | m: 402.253.6666 (text)

Presentation Information:

Presentation Title: _____

Presentation Short Description (3-6 lines): _____

Day / Date: _____

Time (Central Time): _____

NOTE: Zoom presenters are encouraged to log on 30 minutes prior to start to test technology (or schedule a practice session).

Presentation Mode:

Live, Virtual via Zoom

Live, In-Person

Live, Hybrid

Presenter Best Practices:

Endeavor to use engaging or interactive presentation techniques such as:

Use of compelling stories and data

Applied learning activities and practice

Frequent involvement and interaction with the audience (not just listening)

Learning-friendly slide design

Presenter Support Needs: *(Please check all that apply)*

- Computer or computer connection (laptop type: _____)
- Multi-media embedded or used during presentation
- Handouts designed/printed
- Flip chart, easel, markers
- Lavalier microphone
- Special room set-up (describe: _____)
- Assistance with Zoom polls and virtual breakout rooms

Consent to Release:

The presenter authorizes the use of the following: *(Please check all that apply)*

- An audio or video recording of the presentation for educational purposes. The recording will be used for the LIMITED purpose of faculty/staff development and stored in a password/identity protected portal (never open access). Neither the presenter nor UNMC will sell or receive compensation for recordings.
- Reference materials, slides, workbooks, or other print or electronic information (PDF only) for the intended audience.
- Presenter (or company) name, photograph, logo, and biography for materials in connection with this learning event, including marketing and promotional efforts.
- Photography and/or audio/video clips in future UNMC publications such as newsletters, reports, online learning materials or other educational purposes.

Authorship and Intellectual Property:

The presenter is considered an independent contractor and no party will have authority over the other. All information and materials are considered the speaker’s proprietary content and have no ownership by the event organizer.

- Are you the sole author of this presentation? Yes No
- If No:** Have you obtained written permission from the other authors? Yes No

Copyright:

Written authorizations have been secured to use third party content for the purpose of this presentation? *(Third party content includes but is not limited to images, photos, tables, graphs, cartoons, and music.)*

- Yes No N/A

If Yes: Are the appropriate attributions included in your presentation materials? Yes No

HIPAA Privacy:

UNMC Faculty Development educational activities should not contain any private or unique identifying information. The presenter has the responsibility of protecting private information including protected health information and assures that this kind of data will not be used for this educational activity.

This presentation contains information only appropriate for public educational purposes?

Yes

No

Travel:

Visiting Faculty are encouraged to arrange travel and lodging a minimum of 30 days in advance.

Recommended hotels with UNMC negotiated rates can be found here:

<https://www.unmc.edu/facdev/resources/visitor-forms>

Travel between airport, hotels and UNMC campus is generally less than 6 miles (~15 minutes).

Ground Transportation: Ample access to Uber, Lyft, shuttles, and taxis

Honorarium: \$ _____

****Your honorarium has been negotiated to include ground and/or air transportation, lodging and meals. No expense reporting is required. NOTE:*** Payments over \$600 to non-Nebraska residents for personal services performed in Nebraska are subject to Nebraska state income tax withholding. The amount withheld for Nebraska income tax is 4% of services less than \$28,000.

W-9 has been completed and returned to facilitate payment.

Presenter Information:

Presenter Name: _____

Presenter

Organization: _____

Presenter Credentials:

Presenter Title:

Best way to

contact presenter:

Email: _____

Cell Phone: _____

Mailing (Payment) Address: _____

Social Media Contact (*LinkedIn, etc.*): _____

Presentation Plan Acknowledgement:

This document describes the plan for the identified educational activity. Plans are subject to change based on a variety of factors, but this document guides the aim of an exceptional experience partnering with UNMC.

Presenter Signature: _____ Date: _____