

Hypnosis Education Association Presenter Proposal Guidelines

The HEA welcomes and appreciates your desire to provide educational information to hypnotists in our organization. If you are not a hypnotist, during your talk explain how your information will help hypnotists assist their clients. You may market your services by placing items and flyers on a table at no charge (space is limited); **do not use speaking time.** * *If your proposal is accepted, you agree to participate and accept any time the conference committee selects.* [Changes to these guidelines were made Aug 2021]

To be considered, submit your proposal via email following the guidelines below. Our November conference is held in Orlando, FL (Fri. night-Sun. afternoon), and our March conference is held on a Saturday in Oldsmar, FL.

Email the **two attachments** described below to **Hypnosis Education Committee Chairperson at HEAcontact101@gmail.com no later than 6 weeks prior to the published conference date** (details at www.HEAhypnosis.com).

1. **Word document with the following information** (Attach this to your email.) **Review past presentation descriptions in *Hypnotes* at our website to see the format we request -- www.heahypnosis.com/hypnotes-newsletter/** We reserve the right to edit your information.
 - Title
 - Subtitle (as needed)
 - Short description of your presentation that will go in *Hypnotes* (**75-100 words**)
 - SHORT biography that will go in *Hypnotes* (**50-75 words**)
 - Contact Email and/or Website address that will go in *Hypnotes*
 - Request a timeframe: 45 min., 60 min., or 90 min. depending on the topic
2. **Photo/headshot in Jpeg format** (attach a small photo **separately** to your email)

Guidelines for Presenters:

- ❖ The HEA is a member-run not-for-profit organization. Small stipends may be offered. **Your registration fee is waived, and in November your awards dinner fee is waived.**
- ❖ By agreeing to present at an HEA conference you give your consent for audio and/or visual recording of your presentation for HEA to use for promotion and/or sale. You will be given a copy of your presentation if recorded.
- ❖ Since hearing the other presentations offers the opportunity to create continuity between the other presenters and the attendees, consciously and unconsciously, we kindly suggest that you attend the entire conference. Your presence also gives our attendees the opportunity to speak with you during the breaks as well as before or after scheduled presentations. Feel free to discuss this with the HEA president.

Advertising the Conference:

The HEA depends on your help with advertising, so we appreciate your assistance in announcing the Conference. Please consider which of the following methods are the most convenient for you to help as a marketing partner with the HEA.

- Provide a link or email address to our conference registration page on your site
- Send email invitations to your email list
- Provide an article for publication in our online newsletter, *Hypnotes*
- Announce our event on your website