

[EAPA-SA Speaker Application Preparation Page](#)

(Word Document – pre-online capture form. Please create your application on this page and then copy and paste it into the online application form.)

(Note: This is **not** the application form)

CLOSING DATE FOR APPLICATIONS IS 6th May 2019

How To Complete Your Speaker Application Form:

Information marked with an asterisk (*) will be displayed **EXACTLY AS YOU ENTER IT** on the Conference website and published in the programme. Where a word limit is indicated, the form will not let you progress if your entry exceeds the defined limit.

PAGE 1: PREPARATION FOR YOUR ONLINE APPLICATION FORM

Personal Information (For you, your co-presenter and panellists, if any).

Name (Title)*	
Name (First)*	
Name (Last)*	
Degree/s*	
Council Registration* Please confirm if you are registered with the HPCSA, SACSSP or any other council or statutory body? Please state the name of the body and your registration number? Write "n/a" if this does not apply to you.	
Email*	
Cell Phone Number*	
Landline Number*	
Company Name*	
Company Address (Street Address)*	
Company Address (Address Line 2)*	
Company Address (City)*	
Company Address (State / Province)*	
Company Address (ZIP / Postal Code)*	
Company Address (Country)	
Profile Photo <ul style="list-style-type: none">Please have a high-resolution head and shoulder photo of yourself ready for when you upload your application. The image will be used for the programme and the website	

PAGE 2 PREPARATION FOR YOUR ONLINE APPLICATION FORM

Logistics

The set up and layout

Will you be presenting with another Speaker?	Yes or No
And, if so, who will you be presenting with?	
Type of Presentation* <ul style="list-style-type: none">• Plenary (45 minutes) or• Pre-Conference Workshop (2 hours) or• Short Workshop (45 minutes) or• Research Poster Presentation (15 minutes)	
Traditional or Non-Traditional Presentation? If Non-Traditional Will you be including any additional unorthodox material or equipment in your presentation? Please list these	
What kind of microphone would you like for your presentation?	CHOOSE ONE: <ul style="list-style-type: none">• Lapel Microphone• Countryman Headset• Podium/Lectern Microphone• Handheld Microphone
What kind of seating layout would you prefer for your presentation? We will do our best to create the speaking schedule in a way that allows for your specific seating layout request. Please note that sometimes this may not be possible due to time constraints in changing the room. We will endeavour to give you the layout closest to what you request.	CHOOSE ONE: <ul style="list-style-type: none">• School room style (table and chair)• Cinema style (chairs only)• Round tables - full• Round tables - half moon• U shape• No Chairs or tables

PAGE 3 PREPARATION FOR YOUR ONLINE APPLICATION FORM

Your Presentation Details

Provide us with information about the content of your presentation

Presentation Title*	
Content Focus Area	
<p style="text-align: center;">Individual Level</p>	<p>CHOOSE ONE:</p> <ul style="list-style-type: none"> • Wellness goes beyond physical health: A new system for integrating mental health in workplace wellness • Lowering stress and building resilience on the go • Post-election stress: Ethical boundaries in EAP counselling and workplace conversation • Providing discreet assistance to corporate executives • The Next “Genderation”: Supporting transgender employees in the workplace • Preparing for a maturing workforce • Financial stress: The workplace epidemic of the 21st Century • Elevating ethical awareness • Integrative treatment of chronic pain and addiction • Indispensable EAP: Executive Coaching for Leaders and High Performers • Eldercare: How leveraging technology can make a difference • Expanding technological reach without compromising emotional touch • Deepen your consulting toolkit to expand your EAP’s value • Hello, it’s me: Best practices for telephonic wellness coaching
<p style="text-align: center;">Industry Level</p>	<p>CHOOSE ONE:</p> <ul style="list-style-type: none"> • Significant changes in the world of work • Major disruptions that are in the throes of shaping the future of EAP • Leveraging technology to sell and market effective EAPs in the 21st century • Use of technology in EAP: 365 days of continual technology supported care • “ Take two Apps and call me in the morning” – the dangers in commoditised EAP support

Organisational Level

CHOOSE ONE:

- The re-emergence of EAP focus on addiction
- Enhancing the EAP, employer, and employee relationship
- De-mystifying EAP ROI calculations
- Critical incident response: What managers must know
- Beyond the disruptive event
- Imbedding your EAP by creating a peer network
- Actively engaging with EAP clients through Telehealth
- Minimizing time and productivity loss through technology-based treatment
- Are you endangered or enduring? Maintaining relevance as an organisation
- Planning and implementing a 21st Century EAP - from zero to 'Go'
- Do we get to employee engagement through employee assistance?

<p>Biographical information related to the topic</p> <ul style="list-style-type: none"> • Tell us why we should select you to present on this specific topic? • This information should inform the Conference Committee of your professional experiences and/or academic qualifications related to the abstract. • Prepare a descriptive paragraph or two rather than a resume <p>(350 words only)</p>	
<p>Biography for Publication*</p> <ul style="list-style-type: none"> • Information about YOU that will be published in the programme. • It is a brief biography (50 word limit). • Please don't repeat the information from above. • Don't repeat any contact information (such as title, company) in this brief biography. <p>(50 words only)</p>	
<p>Your Speaking Experience</p> <p>What experience do you have in terms of speaking at other conferences/functions? List three (3) content relevant speaking experiences (include dates, venues, topics presented and audience size).</p>	
<p>Experience 1</p>	
<p>Experience 2</p>	
<p>Experience 3</p>	

Abstract Information

**Abstract for Conference Committee
Consideration**

- A rich description of your presentation content

(500 words only)

Audience/Objectives/Other Information

<p>Session Description*</p> <ul style="list-style-type: none"> Marketing language designed to attract attendees We will publish this paragraph exactly as it is on the website <p>(100 words only)</p>	
<p>Learning Objectives*</p> <ul style="list-style-type: none"> Must be behaviourally-based and observable. (e.g. attendees will be able to: 1. demonstrate a specific skill; 2. create a specific process, etc.). Text entered here will be used for obtaining CPD credit and publication. 	
<p>Learning Objective 1</p>	
<p>Learning Objective 2</p>	
<p>Learning Objective 3</p>	
<p>Audience Level</p>	<p>CHOOSE ONE:</p> <ul style="list-style-type: none"> Intermediate Advanced
<p>Would you like to present at local Chapter Seminars?</p>	<p>Yes or No</p>
<p>Do we have your permission to share the following with delegates or publish on the EAPA-SA website?</p>	
<p>Email Address</p>	<p>Yes or No</p>
<p>Cell Phone Number</p>	<p>Yes or No</p>
<p>Landline Number</p>	<p>Yes or No</p>
<p>PDF version of your presentation</p>	<p>Yes or No</p>
<p>None of the above</p>	
<p>If we record the proceedings of the conference, do we have your permission to publish the recording?</p>	<p>Yes or No</p>
<p>Do you have any Specific Requirements? Please let us know if you have any other specific requirements with regards to your presentation that have not been mentioned above?</p>	
<p>Have you read and agree to the speaker terms and conditions? Please click here to read http://eapasaeduweek.co.za/speaker-terms-conditions/</p>	

Do you agree to the Speaker Terms & Conditions	Yes or No
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Once you have completed all the sections above, you are ready to load this information into the online form. Please copy and paste the information above onto the form on this link below

<http://eapasaeduweek.co.za/speaker-terms-conditions/>

KEY DATES

CLOSING DATE for applications	6 th May 2019
SUCCESSFUL APPLICANTS Will be notified by	23 rd May 2019
PRESENTATIONS Are to be submitted for approval by	1 st August 2019
CONFERENCE DATES	17 th – 20 th September 2019

If you have any queries about your application, please contact Nicole.

EnOv8 Event Management

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