

PAFP SPEAKERS PACKET – SPRING CONNECT CONFERENCE ON APRIL 5, IN LANCASTER, PA.

Confirmation Letter via Email

You should have received a confirmation letter via an email that contained links for your disclosure form and logistics form. This letter will also give you information about honorariums, expenses and making your hotel reservations. **If you need us to resend the letter, please contact Frances Myers at fmyers@pafp.com**

Speaker Information

Deadlines:

- **February 13, 2025 -SPEAKER LOGISTIC FORM**
- **February 13, 2025, SPEAKER DISCLOSURE FORM** - Each presenter needs to provide this form
Please note that we need the information on the above forms to apply for CME credit. If you can complete the forms prior to the deadline it helps with the process. Thank you.
- **March 20, 2025** - PowerPoint Slides

Speaker Package

1. One room for one evening at the host facility at the lowest group rate (If travelling at least 40 miles one way) **It is the responsibility of the individual to make his/her own travel arrangements.**
2. Mileage allowance at IRS current rate; \$450 max on flight expenses, plus ground travel.
3. Meals for the 24-hour period up to \$100. Meal expenses above \$100 will not be reimbursed. Faculty should participate in the attendee conference meals.
4. \$100 extra if an information spotlight is requested via a secured grant for your session. (You will be notified in advance if an information spotlight is needed.) An Information Spotlight is a brief bulleted summary of your presentation that will go into *Keystone Physician*, our magazine.

Cancellation - The following applies in the event of cancellation of or by a speaker:

Either party may cancel this speaker contract without obligation to the other if cancellation notice is received in written form at least 45 days prior to event;

If you cancel, we request that you assign a substitute if at all possible and notify us with new contact information.

If due to illness, accident, acts of God, or circumstances beyond the control of either party, neither meeting sponsor will be liable for any payment of preparation time, proposed travel expenses or honorarium.

PAFP will not be responsible for payment of hotel accommodations if such accommodations were not cancelled prior to event in accordance with the policy of the facility.

Speaker Presentation

This event is business / business casual. Please dress appropriately. No jeans.

PAFP does not permit its faculty to make inappropriate comments based on age, race, color, religion, disability, gender, sexual orientation or national origin. The use of profanity is strictly prohibited. Sponsors request faculty to display respect and sensitivity during their presentations. Inappropriate behavior includes suggestive or insulting comments, inappropriate jokes, commentary about an individual's body or any verbal abuse. Further, the ideas and opinions expressed in your session, or in any material provided, are those of the presenter and not of the sponsors. The Speaker agrees to hold harmless and indemnify event sponsors for any claims made, including copyright violations, arising from speaker remarks or handouts.

The PAFP strives to reflect the diversity they serve by embracing the diverse voices that make up family medicine and the communities in which we serve and as such request the following in your preparation.

- Use patient/person/community/culture-centered language (as opposed to disease-centered language) – Ex: 24 yr. old patient with substance use disorder INSTEAD OF 24 yr old addict;
- Avoid heteronormativity – In presentations use example patients who are part of the LGBTQ community;
- Avoid using race as a proxy for biology or genetics – Ex: 35 yr old male with sickle cell disease INSTEAD OF 35 yr. old African American with sickle cell disease. ALSO – when presenting treatment algorithms DO NOT present race-based guidelines and measurements;
- Highlight the impact(s) of systems/structures when possible to avoid victim blaming – Do not consider health condition as a personal or moral failure – Persons of color are NOT experiencing Covid at higher rates due to their poor hygiene (look for the systemic cause)
- Please include one learner objective relative to social determinants of health for your topic.

QUESTIONS – contact Janine Owen jowen@pafp.com or Frances Myers fmyers@pafp.com