



**Family Partnership Parent & Caregiver Retreat**  
**September 6-7, 2019**  
**The Lodge of Four Seasons, Lake Ozark, MO**

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**PRESENTER INFORMATION**

**Closing date for submission: May 31, 2019 by 4:00 p.m.**

**PROPOSAL FORM SUBMISSION**

- Proposal Forms will be accepted electronically via e-mail to [Kim.Reinhardt@health.mo.gov](mailto:Kim.Reinhardt@health.mo.gov) using the attached form. Forms may also be faxed to (573) 751-6237.
- Presentations will be scheduled for a 75-minute session. If a specific time is required, please indicate on the Presenter Proposal Form. Every attempt will be made to accommodate your request but cannot be guaranteed until the agenda is finalized for the event.

**AUDIENCE**

Family Partnership members are biological, step or foster parents, family members or legal guardians of children and youth with special health care needs from diverse cultural and linguistic backgrounds. Attendance will be no more than 250 participants with typically 50/50 gender ratio and age range of 18-70. Participants represent a broad continuum of special health care needs within their families.

**PRESENTATIONS**

- Presentations will begin on Saturday, September 7, 2019 at 9:15 a.m. with the final presentation ending by 2:30 p.m.
- Each breakout consists of three sessions for attendees to select from. Attendance at each session is estimated at 75-85 attendees.
- Family Partnership promotes People First language during all events and encourages presenters to do the same. If you are unfamiliar with People First language, please contact Kim Reinhardt for more information or visit [www.disabilityisnatural.com](http://www.disabilityisnatural.com).
- It is expected that common courtesy will prevail and presenters will refrain from using negative or inappropriate language. In addition, please abstain from expressing personal opinions of any sort including, but not limited to: providers, religion, race, sexual orientation, legislative officials, organizations, programs or services. Any presenter using inappropriate language or expressing personal opinions will be approached during the presentation and may be asked to discontinue their presentation.
- Please refrain from bringing anyone under the age of 18 with you to attend Retreat events, including during the presentation.

**AUDIO VISUAL**

Family Partnership will provide a microphone, LCD projector, and screen. Should you need other accommodations, please contact Kim Reinhardt for arrangements.

**REGISTRATION OF RETREAT**

- Presenters are required to complete and return the attached Presenter Registration Form by **May 31, 2019**. Information from this form will be utilized in Retreat materials.
  - Hotel accommodations and meals for presenters will be covered by Family Partnership **if those sections are completed on the Presenter Proposal Form.**
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**TENTATIVE AGENDA**

**Friday, September 6, 2019**

4:00 p.m.	Hotel Check In
3:00 p.m. – 5:00 p.m.	Exhibitor Set-Up
4:00 p.m. – 7:00 p.m.	Retreat Registration
5:00 p.m. – 7:00 p.m.	Networking Dinner
5:00 p.m. – 8:30 p.m.	Exhibits
6:45 p.m. – 7:00 p.m.	Retreat Kickoff
7:00 p.m. – 8:30 p.m.	Family Partnership Activity
8:30 p.m.	Announcements for Saturday & Adjourn for the Evening

**Saturday, September 7, 2019**

7:30 a.m. – 9:00 a.m.	Networking Breakfast & Exhibits
9:00 a.m. – 9:15 a.m.	Welcome
9:15 a.m. – 10:30 a.m.	Breakout Sessions
10:30 a.m. – 11:00 a.m.	Break, Hotel Checkout (by 11:00 a.m.) & Exhibits
11:00 a.m. – 12:15 p.m.	Breakout Sessions
12:15 p.m. – 1:15 p.m.	Networking Lunch & Exhibits
1:15 p.m. – 2:30 p.m.	Breakout Sessions
2:30 p.m. – 2:45 p.m.	Break & Exhibits
2:45 p.m. – 3:30 p.m.	Evaluations & Wrap-up
2:45 p.m. – 3:30 p.m.	Exhibitor Break-Down

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