

Guidelines for ICFHA Educational Presentations:

In order for the membership to have access to input in the ICFHA conventions, we are requesting proposals for educational seminars for conventions.

The following guidelines are as follows:

1. Presenter's name, title, company name, address, phone, fax and e-mail;
2. A short paragraph about your qualifications in creating and presenting educational seminars relating to Cemetery Managers, Customer Service Employees and Funeral Directors;
3. A brief bio about yourself;
4. Speakers may not include promotion of their own products or services;
5. All presentations must be 50 minutes;
6. Provide materials that contribute to the advancement, extension and enhancement of professional skills and knowledge in the practice of funeral directing, cemetery management and providing customer service at a cemetery. The course content shall be designed to focus on such advancement and enhancement of professional skills and knowledge;
7. Must specify the course objectives, course content and teaching methods;
8. Provide copies of any materials to be handed out to the participants;
9. Provide a list of audio/visual aids that may be needed

