

## REQUEST FOR SESSION PRESENTERS

Thank you for your interest in submitting a session proposal for the 2026 NARA Annual Licensing Seminar. The National Association for Regulatory Administration (NARA) is seeking session proposals for Seminar content related to human care licensing, including, but not limited to, adult residential and assisted living, adult day care, child care, and child welfare. Proposals should highlight this year's theme, "**Golden Standards: 50 Years of Regulatory Excellence**," which celebrates NARA's strong foundation and sustained commitment to shaping the future of regulatory excellence.

Proposals can be submitted online at [www.naralicensing.org](http://www.naralicensing.org).

NARA is pleased to introduce new session formats in 2026.

### Concurrent Session (In-Person or Virtual)

**Primarily presentation-based with limited audience interaction.**

- May include Q&A.
- Must translate well to recording.
- Presenters **must** be willing to provide a recording in advance of Seminar if selected.
- Best for 1–4 presenters delivering content with clear takeaways.

### Panel Discussion (In-Person or Virtual)

**A facilitated conversation among 3–4 panelists offering diverse perspectives on a focused topic.**

- Requires a moderator (included on the proposal as a co-presenter).
- Emphasis on dialogue among panelists rather than sequential presentations.
- Audience Q&A may be incorporated during the live session, as time allows.
- Must translate effectively to recording. For pre-recorded sessions, the panel should include structured questions or a guided discussion to ensure clarity and cohesion for a virtual audience.
- Presenters **must** be willing to provide a recording in advance of Seminar if selected.

### Interactive Workshop (In-Person Only | Limited Availability)

**Highly participatory, activity-driven, or discussion-heavy sessions designed for in-room engagement.**

- These sessions are not recorded.
- A limited number will be selected.
- Proposal must clearly describe participant engagement strategies.

### Live Virtual Workshop (Virtual Audience Only)

**Delivered live to a virtual audience and designed specifically for online engagement.**

- Proposal must include intentional virtual facilitation strategies.
- Requires comfort with virtual delivery tools.
- May be recorded for post-event access.

To ensure an equitable and high-quality experience for both in-person and virtual attendees, session formats are intentionally designed with delivery method in mind. Approximately 25–30% of attendees participate virtually, and we are committed to offering engaging, well-produced content across formats. **Due to space and program balance, only a limited number of highly interactive, in-person-only workshops will be selected.**

NARA continues to encourage submissions for collaborative presentations, particularly those that address multiple disciplines of licensing.

The length of all session types is 75 minutes.

**The deadline for submissions is Friday, April 17, 2026.**

Please note that all presenters at this event agree to provide NARA full rights to all recordings and materials associated with this *specific* presentation, including presentation slides, handouts, etc. to distribute, post, and resell the recordings and related content at NARA's sole discretion. **This release does not entitle NARA to the intellectual property associated with the presentation.** No fee(s) will be charged for future access to any presentation produced through the use of federal funds, however, it is the sole responsibility of the presenter(s) to inform NARA in writing at the time of submission to present if this is the case.

All presenters agree to grant NARA the right to use and disseminate all recordings, presentation slides, and handouts, at NARA's sole discretion through the Seminar app and NARA's web pages.

One presenter per session may register using the discounted presenter rate, however all presenters (virtual and in-person) are expected to be registered attendees for Seminar.

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***Please be prepared to submit the following information to complete the Seminar RFP.***

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- 1) Provide the contact information for the lead presenter including name, agency/company, title, city, state, country, email address, and phone number.
- 2) What is the title of your session? Limit 10 words.
- 3) Please provide a session description of 200 words or less.
- 4) Please indicate your preferred session format (rank in order if more than one is acceptable).
  - a. Concurrent Session (In-Person or Virtual)
  - b. Panel Discussion (In-Person or Virtual)
  - c. Interactive Workshop (In-Person Only | Limited Availability)
  - d. Live Virtual Workshop (Virtual Audience Only)
- 5) Please explain how your proposed session aligns with the format(s) you selected, including how the structure and delivery approach support that format.
- 6) What percentage of this session will be interactive (discussion, small group work, activities)?
  - a. Less than 25%
  - b. Between 25% and 50%
  - c. Between 50% and 75%
  - d. More than 75%
- 7) NARA's Seminar is a hybrid event. How do you plan to attend Seminar this year?
  - a. I am attending in person and would like my proposal to be considered for a live and in-person session format. **Please note that if required by your assigned session format, you must pre-record your session.**
  - b. I am attending virtually this year and would like my proposal to be considered for virtual-only formats (live or pre-recorded).
  - c. Other

- 8) Please select the discipline(s) addressed by your presentation and/or the audience for which it is intended. Presentations that address multiple disciplines or are intended for multiple audiences are encouraged. Select all that apply.
- a. Child Care
  - b. Child Welfare
  - c. Adult Care
  - d. New Regulatory Staff
  - e. Supervisory Licensing Staff
  - f. Tenured Licensing Staff
  - g. Other (Please specify.)
- 9) How will your presentation address this year's theme "Golden Standards: 50 Years of Regulatory Excellence?"
- 10) If selected to present, **I, along with any co-presenters, agree to pre-record if required by my assigned session format.** Please note that all Seminar presenters agree to provide NARA full rights to all recordings and materials associated with this *specific* presentation, including presentation slides, handouts, etc. to distribute, post, and resell the recordings and related content at NARA's sole discretion. **This release does not entitle NARA to the intellectual property associated with the presentation.** No fee(s) will be charged for future access to any presentation produced through the use of federal funds, however, it is the sole responsibility of the presenter(s) to inform NARA in writing at the time of submission to present if this is the case. All presenters agree to grant NARA the right to use and disseminate all recordings, presentation slides, and handouts, at NARA's sole discretion, through the Seminar app and NARA's web pages. Yes or No?
- 11) I have read and agree that my presentation will be in accordance with [NARA's Artificial Intelligence and Emerging Technologies Policy](#). Yes or No?
- 12) What made you decide to submit a proposal this year?
- a. A NARA member invited me to submit a proposal.
  - b. Please provide the name of the NARA member.
  - c. I have attended Seminar in the past.
  - d. My agency/colleagues encouraged me to submit a proposal.
  - e. I have presented a session at Seminar or as a webinar for NARA in the past.
  - f. Other
- 13) Share a short biography for the lead presenter. Limit 200 words.
- 14) Has the lead presenter presented at a NARA Seminar before?
- 15) Do you have any co-presenters or panelists? If so, contact information and a short biography are required for each co-presenter.