**Proposal Submission Form**

We are looking for individuals who are leaders in the field of administration to present a 5 minute message on best practices in your workplace. The topic should be one that is relevant throughout different healthcare systems and clinics across the country. Your presentation should provide insights on how to overcome the obstacles that many of ATs face while working in administration. If you are interested in presenting, please fill out the form below and e-mail completed form to Amanda Muscatell amandam@nata.org no later than April 1, 2014.

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| **Name:** |  |
| **E-mail address:** |  |
| **Credentials:** |  |
| **Current Position:** |  |
| **Employer:** |  |
| **Address:** |  |
| **Work Phone:** |  |
| **Mobile Phone:** |  |
|  |
| **Best Practice Title:** |  |
| **Best Practice Topic Area:**(What area does your topic best fit into?) | [ ]  Operations / Efficiency / Optimization[ ]  HR[ ]  Demonstrating & Measuring Value[ ]  Coding and Compliance[ ]  Other:       |
| **Learning Objectives:**(What is the take-home message?) |  |
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| **Any additional items you would like to note regarding your presentation, experiences, or other.** |
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**Brief Abstract/Overview of Presentation** (Please limit to 300 words)**:**