⊙CALICON 2017

Call for Proposals – Submission Requirements

Release Date:
Wednesday, February 15, 2017

Deadline:
11:59 pm EDT | Monday, March 20, 2017

OCALICON 2017 seeks proposals from professionals, scholars, family members, self-advocates, and leaders in the fields of autism, sensory disabilities, low-incidence and other disabilities.

Submissions are welcomed as research posters, facilitated discussions, panel sessions, learning lab sessions, hands-on interactive sessions, and the traditional lecture. Presenter candidates are encouraged to think deeply about how their session content could be best presented for adult learners.

OCALICON will select proposals and showcase sessions that are interactive and comprehensive, focusing on topics of national significance and targeted toward an experienced audience. The best proposals typically highlight implementation of session content through engaging discussions, relevant examples, new perspectives or various points of view, new technologies, or interactive manipulatives. OCALICON attendees are eager to engage and want to learn principles and strategies they can take back to apply and implement in their own setting.

Breakout sessions address different population targets, diverse topics across the lifespan, and are presented in a variety of session formats designed to best meet audience learning needs.

OCALICON offers sessions that target autism spectrum disorder, sensory disabilities, and low-incidence disabilities (such as deafblind, traumatic brain injury, visual impairment, and deaf/hard of hearing) and is increasing session offerings for intellectual disabilities, communication disorders, and learning disabilities (such as dyslexia or Down syndrome).

Sessions cover topics such as literacy, employment, classroom strategies, policy, family supports (a full list is included on p. 4) and address needs across the lifespan (infant/toddler through older adult). Content is also categorized by session level which ranges from introductory to expert level.

OCALICON is committed to providing world-class, applicable, interactive, and informative sessions presented by leaders, professionals, and content experts from across the nation and around the world. Thank you for your interest in submitting.

Instructions:
1. Review the below requirements. You must complete *Part 1: Required Credentials* before moving on to complete *Part 2: Proposal Components.* **All criteria are required** and will be evaluated and scored in the review process.
2. Only online proposals are accepted. **You must create or log in to your OCALI Pass** in order to submit a proposal (http://ocalicon.org). Each presenter will need their own OCALI Pass and to individually submit their own bio and CV/resume.
3. Log in to your OCALI Pass, click on "Submit a Proposal," and complete the online proposal form.

⚠️ **IMPORTANT: It is strongly recommended that you reference all the sections provided in this document to first compose your proposal responses in a word processing program. When you've finished, log in to your OCALI Pass and copy/paste your responses into the online proposal form.**

PLEASE NOTE: The online proposal form does not auto-save. You must complete the entire form in one sitting.

Your login session will time out after 60 minutes.

Note - All presenters* (primary and co-presenters) must register at the special reduced rate of $50 and are required to travel to present onsite in person at OCALICON 2017.

* The registration fee is waived for presenters with autism, sensory disabilities, or low-incidence disabilities.

PART 1: REQUIRED CREDENTIALS

Bio

A presenter bio must be submitted in third-person language and in paragraph form. It should include professional highlights and milestones such as education, background, publications, and prior presentations. The bio will be published online and in the OCALICON program and is subject to edits at the discretion of the review committee.

Maximum of 600 characters (includes spaces), approximately 100 words

Note: Each candidate must individually submit his/her own bio. Please do not combine the bios of multiple presenter candidates.

Curriculum Vita (CV)/Resume

A CV or resume of professional work – including but not limited to job titles/descriptions, education, publications, presentations, professional organizations, etc. – must be submitted as a PDF document. CVs/resumes are used by OCALI to obtain Continuing Education Units (CEUs).

Note: Returning presenters, must review and update their profile, bio, and CV/resume before submitting a 2017 proposal. Once reviewed and updated, click *Submit a Proposal* **to continue to proposal form.**

PART 2: PROPOSAL COMPONENTS

Session Type

Candidates are encouraged to be thoughtful and creative in deciding the best manner for sharing session content. OCALICON seeks to balance lecture sessions (the most popular session type) with panel, poster, hands-on interactive, and facilitated discussions sessions. The OCALICON review committee will select a variety of session types for the conference. *Please Note: The session type of an accepted proposal may be reassigned at the discretion of the review committee.*

Panel – an interactive group of 4 presenters who share ideas, viewpoints, and experiences on key topics and issues. Panel session are designed to cultivate increased understanding and advance knowledge on a particular subject through the sharing of different perspectives. Questions and comments from the audience are welcome. Panel session rooms feature a relaxed setting with four chairs in the front of the room.
(75 minute session | must have 4 presenters)

Facilitated Discussion – a dynamic forum to engage the audience in sharing their thoughts, ideas, strategies, and perspectives. A facilitated discussion differs from a panel session in that presenters briefly introduce a topic, then actively engage the audience in a lively and emerging exchange of viewpoints and ideas. Rooms for facilitated discussions feature a limited number of chairs set in a circle to better support continued conversation and promote collective interaction.
(75 minute session | 2-3 presenters)

Hands-on Interactive – an exploration and manipulation of technology, materials, and/or resources. These sessions encourage audience participation and engagement with concepts, ideas, role plays, and implementation strategies to better understand and make practical application of session content. Rooms feature round tables to provide more surface area for manipulatives and to encourage small group interaction.
(75 minute session | 1-3 presenters)

Poster – a visual display of innovative content, data, and/or findings presented by representatives from different universities, programs, and agencies. Posters are set on 3' wide x 7.5' tall free standing vertical boards in the Research Symposium inside the exhibit hall. All posters are displayed all day Wednesday and Thursday. This unique format allows attendees to see and review topics at their leisure, and provides an opportunity for presenters to engage in one-on-one discussion during an assigned one-hour lunchtime interactive presentation.
(60 minute session | 1-2 presenters)

Learning Lab – a hands-on, technology-based environment for discovering and practicing new skills and techniques with a variety of software and technology products. The Learning Lab is BYOT – bring your own technology – and is facilitated by content experts. An overview of tools and resources will be accompanied by active demonstrations where participants get to explore and practice what they learn as they go.
(75 minute session | 1-3 presenters)

Lecture – classroom-style instructional sessions conducted by organization, school, state, and national leaders from a single point of view. Lecture rooms are set with both classroom style tables for note taking and additional rows of chairs in the back.
(75 minute session | 1-3 presenters)

Session Type Selection

Please explain why you selected this type of session. For example, "A panel session is best for my content because . . ." This field gives context to the review committee about your presentation style. Please be specific.

Maximum of 200 characters per objective (including spaces), approximately 30 words

Number of Presenters

Please indicate the total number of presenters* for your session. Note: Co-presenters will need to add themselves to your proposal after it has been submitted. Instructions for adding co-presenters will be included in the confirmation email sent upon receipt of your proposal submission. Co-presenters MUST be added before the proposal deadline of Monday, March 20, 2017.

*OCALICON proposals are subject to an open review which means reviewers take into account the role, experience, and perspective of presenters associated with the proposal. Therefore, it is in your best interest to submit a proposal that includes ALL of your co-presenters so that the review committee can best understand who will present or facilitate the content.

Session Title

The title is the "first impression" of your presentation and should reflect overall session content. Note: While creative session titles are welcome, candidates are strongly encouraged to make sure the session title accurately reflects the session topic. Please do not use acronyms or abbreviations in the title; rather, spell out all the words in the title.

Maximum of 90 characters (includes spaces), approximately 10 words

Abstract

The abstract is the summary of session content. It should include the most important information, strategies, or practices that will be covered. The abstract will be published online and in the OCALICON program and is subject to edits at the discretion of the review committee. Note: Candidates are strongly encouraged to make sure that the session abstract accurately reflects the session topic and content to be presented or facilitated.

Maximum of 600 characters (includes spaces), approximately 90 words

Objectives

Include 3-5 session objectives that complete the following statement:
"At the end of the session, participants will be able to…"

Maximum of 200 characters per objective (including spaces), approximately 30 words

Level

Choose one.
- **Introductory** – provides baseline knowledge or an overview of content to the new or uninitiated attendee
- **Intermediate** – builds on foundational concepts highlighting next steps and best practices
- **Advanced** – provides continued or new ideas and practices to attendees who are already very familiar or experienced with the content
- **Expert** – provides more specialized practices to attendees with a significant level of knowledge, experience, or understanding of content implementation

Population Target

Select all that apply. *Note: Preference will be given to those proposals that actively demonstrate application across population targets.*

- Autism Spectrum Disorder (ASD)
- Communication Disorder
- Deaf/Hard of Hearing
- Deafblind
- Dyslexia
- Intellectual Disabilities
- Learning Disabilities
- Multiple Disabilities
- Orthopedic Disabilities
- Other Health Impairments
- Sensory Processing Disorder
- Traumatic Brain Injury (TBI)
- Visual Impairments

Primary and Secondary Topic Areas

Select one primary topic area which best characterizes the session content. Select up to two additional secondary topics.

- Academic Supports
- Accessibility
- Advocacy
- Assessment, Identification, and Diagnosis
- Assistive Technology
- Behavior
- Biology, Neurology, Physiology, Medical
- Capacity Building
- Classroom and Instructional Strategies
- Collaboration
- Communication
- Community Engagement
- Comprehensive Programming
- Continuity of Transitions
- Continuum of Service Delivery
- Data Collection/Measurement
- Early Intervention/Early Childhood
- Employment/Vocational Training
- Family Supports
- Higher Education Supports
- Inclusion/Least Restrictive Environment
- Language Development
- Literacy
- Mental Behavioral Health
- Mentoring Programs
- Model of Training
- Paraprofessionals
- Peer Engagement
- Policy/Legislation
- Pre-Service Course Development
- Sensory
- Social-Emotional/Social Skills
- Strategic Management
- Systems Integration
- Transition and Adulthood
- Universal Design for Learning
- University Program Models

Targeted Audiences

Select up to 5 targeted audiences for which your content is most focused or beneficial.

- Administrators
- Adult Support Providers
- Community Members
- Early Childhood Service Providers
- Employers
- Family Members
- General Educators
- Healthcare Providers
- Higher Education Faculty
- Individuals with Disabilities
- Paraprofessionals
- Related Service Providers
- Special Educators

Targeted Ages

Select all that apply.

- Infant/Toddler
- Preschool
- Elementary
- Middle School
- High School
- Postsecondary/Young Adult
- Older Adults

Session Description

Complete each of the below areas in as much detail as possible. This information allows reviewers to better understand the topics and concepts of the proposal. Vague or insufficient proposals will receive a lower score.

1. Provide a thorough description of the topic, method, and/or content.
   Minimum of 100 characters (includes spaces), approximately 15 words; maximum of 2,000 characters (includes spaces), approximately 250 words

2. In one sentence, summarize the main point you want attendees to take from this session.
   Minimum of 100 characters (includes spaces), approximately 15 words; maximum of 2,000 characters (includes spaces), approximately 250 words

3. What specific examples will you highlight in your session?
   Minimum of 100 characters (includes spaces), approximately 15 words; maximum of 2,000 characters (includes spaces), approximately 250 words

4. Specify the research or promising practice that supports this proposal.
    Minimum of 100 characters (includes spaces), approximately 15 words; maximum of 2,000 characters (includes spaces), approximately 250 words

5. Describe the significance and timelineness to the field. Why is this information important at this time?
    Minimum of 100 characters (includes spaces), approximately 15 words; maximum of 2,000 characters (includes spaces), approximately 250 words

6. What have you learned as a result of implementing the ideas and concepts included in this proposal? Include your results or data collected, if applicable.
    Minimum of 100 characters (includes spaces), approximately 15 words; maximum of 2,000 characters (includes spaces), approximately 250 words

7. Describe the intended outcome or benefit your session would provide. How might the methods, ideas, and strategies be transferrable and applicable to attendees' work?
    Minimum of 100 characters (includes spaces), approximately 15 words; maximum of 2,000 characters (includes spaces), approximately 250 words

8. What specific experience or expertise qualifies you and your co-presenters to present or facilitate this content.
    Minimum of 100 characters (includes spaces), approximately 15 words; maximum of 2,000 characters (includes spaces), approximately 250 words

Submission

Submit proposal online at **http://ocalicon.org**

Proposal Deadline: Monday, March 20, 2017

Contact

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