**The Arc’s National Convention:   
Proposal Submission Guidelines**

Below are descriptions of the topic area and content levels for The Arc’s National Convention. Each session’s topic area should coincide with an appropriate content level. Breakout sessions will be either 45 minutes or 1 hour in length. We recommend all presenters allow for at least 10 minutes for questions from the audience at the end of your session. *Any incomplete submissions after the due date will not be considered by the review committee.*

The Arc is particularly interested in offering advanced-level sessions for our national convention. As you are designing your session, please keep in mind that our audience is largely made up of experienced professionals who work in the disability field or at a chapter of The Arc and already have a basic understanding of disabilities. Past participants indicate they seek tangible tools, and evidence-based information about established programs, demonstrated advocacy strategies and verified organizational development structures.

**Topic areas for The Arc’s National Convention include:**

* **Leadership and Development:** Sessions will focus on building and maintaining a strong organization. Sessions can include board management, solutions to administrative challenges, verified employee retention methods, sustained fundraising programs and progressive organizational development strategies
* **Supports and Services:** Sessions can include best practices, innovative services, progressive, replicable programs, forward-thinking peer support models
* **Advocacy:** Sessions can include advanced grassroots organizing, cutting-edge self-advocacy curriculum, innovative voter registration programs and advanced family and self-advocate empowerment programs
* **Policy:** Sessions can include novel methods for supporting and protecting the rights of individuals with disabilities at the national or state level, including health, housing, employment, education, and other priorities

**Content Levels:**

* **Beginner:** For attendees with limited knowledge in the subject matter. Session content should provide a fundamental level of concepts and provide a foundation for attendees to build upon.
* **Intermediate:** For attendees with a working knowledge in the subject matter. Session content should add to attendee’s fundamental knowledge and advance their ability to transfer knowledge into practice.
* **Advanced:** For experienced attendees (10+ years in the field) with advanced knowledge of the subject matter. Session content should provide a platform for critical thinking and analysis of the subject matter.

If you have any questions about proposal content or challenges with submitting your proposal, please contact Kerry Mauger at [Mauger@thearc.org](mailto:Mauger@thearc.org).