CALL FOR PRESENTATION CHECKLIST

Before completing the submission, please compile the required information noted in this checklist.
Incomplete proposals will not be reviewed for acceptance.

★ **All presentations must be based on literature that demonstrates best practices in the field of IDD/MH. Submissions can focus on a variety of subject areas for children and adults, including but not limited to:** *Systems Collaboration; Policy Initiatives; Aging; Counseling & Therapy; Family Issues; Diagnosis & Assessment; MH Services for those who are Nonverbal; Direct Support Professional Training (Behavior Support, MH Basics, etc.); Research; Program Models; Ethics; Trauma; IDD & Criminal Justice System; Crisis Response; Traumatic Brain Injury; Autism Spectrum Disorder; Anxiety & IDD; Syndromes; Substance Abuse and IDD; Transition (Employment, Higher Education); Technology Innovations; Gender Identity and Sexuality; IDD and Cultural and Linguistic Diversity*

★ **Presentations by families and Direct Support Professionals are encouraged.**

★ **Other topic areas are encouraged as well, and all presentations should focus on mental wellness for persons with Intellectual and Developmental Disabilities.**

CHECKLIST:

☑ **Indicate Presentation Category (select one)**

1. **Presentation/Skill Building Workshop:** 90-minute sessions or 3-hour, skill-building workshops with a primary focus on the sharing of information in a focused topic area. Examples of topics are program models, research/evaluation studies, specific treatment methods or services. (See submission form for further topics.) Note: There is a limit of three (3) presenters maximum for these sessions.
2. **Research Symposia:** Three, 30-minute presentations will be combined into one (1) 90-minute symposium with a primary focus on sharing research findings and implications. Appropriate topics include reporting results and implications of basic or applied research studies or program evaluation.
3. **Poster Session:** Bulletin boards and/or tables provide presenters with the environment to share their information with presenters and conference attendees. The poster session will take place during the welcome reception on Thursday evening of the conference. Poster sessions will be judged and a research award given.

☑ **Presentation Title (6 words maximum)**

☑ **Presentation Abstract (35-words maximum)**

☑ **Topic Description** (Please check the one (1) description that best applies to your proposal)
Systems Collaboration; Policy Initiatives; Aging; Counseling & Therapy; Family Issues; Diagnosis & Assessment; MH Services for those who are Nonverbal; Direct Support Professional Training (Behavior Support, MH Basics, etc.); Research; Program Models; Ethics; Trauma; IDD & Criminal Justice System; Crisis Response; Traumatic Brain Injury; Autism Spectrum Disorder; Anxiety & IDD; Syndromes; Substance Abuse and IDD; Transition; Technology Innovations; Gender Identity and Sexuality; IDD and Cultural and Linguistic Diversity

FOR PRESENTATION & RESEARCH SYMPOSIA PROPOSALS INCLUDE:

- **Three (3) Educational Objectives** for your presentation (i.e.- participants will identify…, Participants will be able to develop…)
- **Upload One (1) MS document file:** Program Description of no more than two (2) double-spaced pages
- **Indicate Level of Presentation**: Introductory/Beginner; Intermediate/Advanced; All
- **Audio-Visual Requirements** (Please check all that apply).
- Podium Microphone; Flip Chart/Markers; LCD Projectors (presenters must bring their own laptops); Screen; Audio for Video Clips; Other [NADD will provide the A/V as requested above. There will be a charge for additional AV equipment not listed.]

☑ **Presenters (Primary & Secondary)**

- The Primary Presenter will receive all NADD correspondence and will be responsible for communicating all information including Audio Visual coordination to other presenters on the team.
- Presenter Contact Information needed: First, Last, Credentials, Professional Title, Program, Agency, Street, City, State, Zip, Country, Phone, Email
- Upload (1) one-page curriculum vitae or resumé of each presenter (upload file in MS Word)
- **Note:** In order to qualify for CE, one of the presenters must minimally have a master's degree. Anyone needing assistance finding a co-presenter with those credentials, please contact the NADD office.

Registration Fee Reminder:

Primary presenters receive a $100 discount on the conference registration fee. Poster Session and Secondary presenters will be responsible for full registration fees.