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**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 should focus on topics addressing the health, wellness and support of people with mental health needs and intellectual and developmental disabilities, or the people and professional systems that serve them. Presentations will be 60-minutes with a primary focus on sharing information in a focused topic area. These will be REAL TIME VIRTUAL SESSIONS.**

Examples include:

* Systems Collaboration
* Policy Initiatives
* Counseling & Therapy
* Family Issues
* Diagnosis & Assessment
* MI/ID Services for those who are Nonverbal
* Direct Support Professional Training (Behavior Support, MI/ID Basics, etc.)
* Research
* Program Models
* Ethics
* Supporting Youth with MI/ID
* MI/ID & Criminal Justice System
* Crisis Response
* Traumatic Brain Injury
* Autism Spectrum Disorder
* Anxiety & MI/ID
* Syndromes
* Substance Abuse and MI/ID
* Technology Innovations
* Gender Identity and Sexuality
* MI/ID and Cultural and Linguistic Diversity
* Trauma

*\* Note: There is a limit of two (2) presenters, maximum (1 primary 1 secondary), for these sessions.*

**CHECKLIST:**

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

🗹 **Presentation Abstract** (30-words maximum; this information will be used in the conference schedule)

🗹 **Topic Description** (Please decide on one (1) description that best applies to your proposal)

Systems Collaboration; Policy Initiatives; Aging; Counseling & Therapy; Family Issues; Diagnosis & Assessment; MI/ID Services for those who are Nonverbal; Direct Support Professional Training (Behavior Support, MI/ID Basics, etc.); Research; Program Models; Ethics; Trauma; MI/ID & Criminal Justice System; Crisis Response; Traumatic Brain Injury; Autism Spectrum Disorder; Anxiety & MI/ID; Syndromes; Substance Abuse and MI/ID; Transition; Technology Innovations; Gender Identity and Sexuality; MI/ID and Cultural and Linguistic Diversity.

🗹 **Two (2) Educational Objectives** for your presentation (i.e. participants will identify…, participants will be able to develop…)

🗹 **Presenters** **(Primary & Secondary)**

* The primary presenter will receive all NADD correspondence and will be responsible for communicating all information to other presenters on the team.
* Both the primary and secondary (if applicable) speakers will be able attend the full conference free of charge in order to present their session.
* Presenter Contact Information needed:First Name, Last Name, Credentials, Professional Title, Program, Agency, Street, City, State, Zip, Country, Phone, Email (Please include for ALL presenters).
* Upload (1) one-page curriculum vitae or resumé of each presenter (upload file in MS Word).
* Note: There is a limit of one (1) secondary presenter for each presentation.

🗹 **Presenter Disclosure Statement**

* All presenters must complete the disclosure statement and upload along with the proposal.

🗹 **Upload a One-Page Synopsis (Handout or Outline) in MS format of the presentation.** This document must include 1-3 annotated references.

🗹 **Please note these basic IT requirements and best practices:**

* Wired connection to internet
* Camera (via computer or external device)
* Microphone (via computer or external device)
* Presentation environment and background: ensure your presentation environment is free of unwanted clutter or external distractions that could interfere with your presentation or audience viewing.

*With a virtual presentation it is imperative to plan ahead for potential technical issues. We recommend running through your presentation several times prior to presenting, and developing a plan to address technical issues if they arise. We will be doing a run through of presentations and provide IT support in preparation for the conference, with further details to follow.*