

**2020 ANCOR Conference  
Call for Sessions**

Submission Due Date: **Friday, November 15, 2019, 11:59 PM, Eastern**

*Thank you for considering ANCOR's 2020 Annual Conference to share your lessons learned and best practices..*

*To help you prepare your submission, below are all the questions you will need to answer to submit a complete proposal.*

*For consideration, you **MUST** submit your proposal via the online portal here: [ANCOR submission portal](#). (Emailed submissions will not be reviewed.)*

**PART 1: Presenter (and Co-Presenter) Contact Information, Bio, and Headshots**

Primary Presenter information:

- Full Name
- Email
- Primary Phone Number
- Job Title
- Organization Name
- Organization City, State (and Country, if not U.S.)
- How would you categorize your organization?
  - I/DD services provider agency
  - Government agency
  - Corporate partner (e.g., supplier, managed care organization, consulting firm)
  - Advocacy organization
  - University / Research Institution
  - Other: (specify other organization type)
- Professional Biography (50-word limit)
- Headshot (optional) – .jpg or .tif format; minimum of 300 dpi for printing resolution

Co-Presenter information (up to 2 additional co-presenters): Primary Presenter must provide the following information on behalf of each co-presenter in the proposal.

- Full Name
- Email
- Primary Phone Number
- Job Title
- Organization Name
- Organization City, State (and Country, if not U.S.)

- How would you categorize your organization?
  - IDD services provider agency
  - Government agency
  - Corporate partner (e.g., supplier, managed care organization, consulting firm)
  - Advocacy organization
  - University / Research Institution
  - Other: (specify other organization type)
- Professional Biography (50-word limit)
- Headshot (optional) – .jpg or .tif format; minimum of 300 dpi for printing resolution

**PART 2: Session Title and Description for conference website, conference app, and conference program**

- **Session Title** (10 word limit): *Compelling title to lure attendees to your presentation*
- **Session Description** (100 word limit): *State the problem, key argument, and what attendees can expect to take-away by attending your session*
- **If attendees could search for your session, what key words would you use that best describes your topic?** (4 keywords max)

**PART 3: Convince the Review Team this is a must-have session at the ANCOR conference.**

- **Define the Problem / What is the Need?:** *What challenge(s) are you trying to tackle? What makes your approach or perspective unique from similar discussions on this topic? (125 word limit)*
- **What is your solution?:** *How did you tackle the problem? Outline the specific goals, general timeframe, key stakeholders, and key components of this initiative. (150 word limit)*
- **How do you define success?:** *How did you (or how will you) evaluate the success of this initiative (e.g., data collection tools & approaches; key metrics) (125 word limit)*
- **Audience Take-Aways:** *What are the key findings/results of your work? What specific tools or resources will you provide the audience so they can replicate your successes? (150 word limit)*
- **Have you or your co-presenters presented on this topic previously?**
  - No       Yes

*If YES, list the last 4 events:*

<b>Year</b>	<b>Event Name or Host Organization</b>	<b>Presentation Title</b>

#### **PART 4: Additional A/V Needs?**

Standard break-out room set-up will include:

- head table
- laptop pre-loaded with your presentation slides
- projector and screen
- microphone
- ability to play videos (videos MUST be in MP4 or .WMV format)

***Would you require additional A/V equipment beyond the standard set-up (noted above)?***

No       Yes

If YES, what additional equipment will you require? \_\_\_\_\_

*(NOTE: This does not guarantee we can accommodate the additional equipment. If selected, we will review additional A/V requests on a case-by-case basis.)*

#### **PART 5: Terms of Agreement**

**By submitting this proposal, you and your co-presenters explicitly agree to:**

- ***Refrain from attempting to persuade attendees to purchase or use a specific product, service, piece of equipment, or device.***
- ***Refrain from partisan political views and ensure a balanced representation of perspectives to reflect our community's diversity.***
- ***Give a presentation that fits within a 1-hour timeslot that includes adequate time for audience questions (i.e., 45-minute presentation plus 15-minutes for Q&A).***
- ***Provide your own handouts, if required. Shipping information will be provided to presenters at a date prior to the Annual Conference. (ANCOR will provide electronic copy of your slides to all attendees via the conference app.)***
- ***Submit presentation slides by April 10, 2020.***

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