
ADDP *LEAD!* CONFERENCE & EXPO

MAY 9, 2019

WORKSHOP GUIDELINES

The *LEAD!* Conference on May 9, 2019 at the DCU Center in Worcester will provide space for professionals and advocates in the intellectual and developmental disabilities (I/DD) community, as well as autism and brain injury field, to hear the latest ideas, trends, practices, and policies impacting services; engage in discussions to generate new solutions; and network.

The 2019 *LEAD!* Conference theme is **Innovation and Creativity** backed with inspiration to share small or large-scale solutions, ideas, and promising practices to common (and possibly every day) problems or ways of doing business.

You are invited to participate in ADDP's annual 2019 *LEAD!* Conference & Expo by submitting a workshop presentation proposal. ADDP is seeking 12 conference workshops.

Presentation Requirements

- Relevant to I/DD, autism, or brain injury field
- Fits within 75-minute timeframe
- Meets submission requirements and relates to conference theme
- Does not promote or advertise product or service
- Free of partisan political views

Speaker Benefits

- Industry visibility as subject matter expert
- Networking opportunities
- Complimentary conference registration (limit 2 speakers per workshop)
- Listing on ADDP website and program book

Topics Solicited

Seeking presentations that showcase innovation and/or creativity positively impacting the I/DD, autism, or brain injury community and contributes to enhance skills or knowledge of professionals working in the field. New approaches, fresh perspectives, or pilot programs demonstrating innovative or creative ways of resolving problems are welcome.

Submission Instructions and Deadline

Fully completed presentation form must be submitted by March 13, 2019 by emailing it to robinfarrington@addp.org

Review Process

Proposals are evaluated by the ADDP Conference Committee based on content value as well as expertise of presenter(s). Lead presenters will be notified of their proposal status no later than March 27, 2019.

Speaker Requirements

Speakers will need to submit session materials to ADDP no later than April 26, 2019. Please note speakers are responsible to print/bring their workshop materials to the event.

If the original presenter is not able to attend the conference, s/he is responsible to alert ADDP immediately and help identify, if possible, a substitute speaker of equal expertise.

Questions

Contact ADDP at robinfarrington@addp.org or 508-405-8000.

ADDP LEAD! CONFERENCE & EXPO 2019

WORKSHOP PRESENTATION FORM

DEADLINE: MARCH 13, 2019 EMAIL: ROBINFARRINGTON@ADDP.ORG

PRESENTER CONTACT INFORMATION

First and last name (lead presenter)	
Title	
Degree/Certification	
Primary phone number	
Email	
Agency/Organization	
Organization address (Street, city, state, zip)	

Additional presenter [It is not necessary to have an additional presenter. In addition to lead presenter, please note that only one (1) additional presenter will receive conference admission free of charge.]

First and last name	
Agency/Organization and address	
Title	
Primary phone number	
Email	

PRESENTATION DETAILS

Presentation Title (10 words or less)	
Presentation Description (In 75 words or less, write this section as you would like it listed in the conference program book.)	
How is this presentation innovative or creative aligning with the LEAD! Conference theme?	

Presentation Objectives <i>Use action verbs to start objectives. Some examples of action verbs include the following:</i> <i>Describe, list, identify, express, outline, name, give examples of, summarize, illustrate, explain, distinguish, evaluate, discuss.</i>	List Two Objectives: <u>Objective 1:</u>
	<u>Objective 2:</u>

Presentation Style (Check one)	<input type="checkbox"/> Lecture (no discussion) <input type="checkbox"/> Experiential (activities, role play, exercise, etc.) <input type="checkbox"/> Panel (2 speakers/Q&A) <input type="checkbox"/> Interactive (some discussion or small group work)
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Primary Target Audience (Check one)	<input type="checkbox"/> Direct Support Professionals <input type="checkbox"/> Management/Leadership <input type="checkbox"/> Clinical/Nursing <input type="checkbox"/> Administration (HR, fiscal, quality)
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Secondary Target Audience (Check one if applicable)	<input type="checkbox"/> Direct Support Professionals <input type="checkbox"/> Management/Leadership <input type="checkbox"/> Clinical/Nursing <input type="checkbox"/> Administration (HR, fiscal, quality)
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Content Level (Check one)	<input type="checkbox"/> Foundational <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
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Presentation Format	<input type="checkbox"/> Handout <input type="checkbox"/> PowerPoint (Projected on screen) <input type="checkbox"/> Other (Specify): _____
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Audio Visual Needs	<p>ADDP can offer speakers (free of charge) a LCD projector, projection screen, flip chart with marker, microphone, and internet access. Other AV needs are at the expense of the presenter. If you have materials to distribute, presenters are responsible to print out and bring handouts (enough for 75 attendees) the day of event.</p> <p><u>Select equipment applicable to your presentation:</u></p> <input type="checkbox"/> LCD projector (Provided by ADDP) <input type="checkbox"/> LCD projector (I will bring my own projector and any related extension cords, remote controls, etc.) <input type="checkbox"/> Projection screen <input type="checkbox"/> Microphone <input type="checkbox"/> Internet/Wi-Fi <input type="checkbox"/> Flip chart/marker <input type="checkbox"/> None (I will not use any AV equipment)
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