



2019 National APSE Conference

Celebrating 30 years of APSE

June 18-20, 2019 | Pre-Conference: June 17, 2019

St. Louis, Missouri



2019 ANNUAL CONFERENCE
CALL FOR PRESENTATIONS
GUIDELINES & POLICIES

June 17-20, 2019
St Louis, MO

Conference Session Formats

There are many opportunities during the 2019 APSE Conference for participants, presenters, practitioners and peers to share ideas, topics, and best practices that can move Employment First forward. We recognize that one learning size does not fit all, so the 2019 APSE National Conference will feature different types of sessions for presenters to engage with conference attendees. Below is a brief description of each to help you determine the best fit for your presentation content and style.

Topical Breakout Session

Description: *Engage with participants in learning about a session topic and how to apply it to your work.*

Duration: 60 or 75 minutes

Room set up: Classroom

Dates: June 18-20, 2019

APSE Talks

Description: *Following the model of Ted Talks, prepare a concise presentation that allows you to share your perspective with attendees on a topic through no more than 5 slides.*

Duration: 10-12 minutes

Room set up: Classroom

Dates: General Conference, June 18-20

Campfire Conversations

Description: *Facilitate a conversation with attendees after a 15-minute introduction to a topic. Encourages conversation through inviting comments, insight, and questions.*

Duration: 60 minutes

Room set up: Circular

Dates: General Conference, June 18-20

Power of 5

Description: *5 slides, 5 minutes, maximum of 5 words per slide. Quickly share a concept, idea, or story in an engaging and entertaining way.*

Duration: 5 minutes

Room set up: Classroom

Dates: General Conference, June 18-20

Pre-Conference

Description: *Opportunity to delve into a topic at depth, focused on engaging adult learners to leave with tangible ideas and skills.*

Duration: 3 hours

Room set up: Rounds

Date: Pre-Conference, June 17

Call for Presentations

APSE is looking for sessions that are data-driven and have an interactive component, so we encourage you to develop presentations that are outside of the traditional lecture format. Consider your planned techniques, interactive exercises, or other methods you will incorporate into your presentation to promote learning by and among attendees. We encourage the blending of content sharing and active participant learning. Sessions including teaching methods such as simulations, fishbowls, world café, story-telling, or other formats are some of the options you might consider.

APSE accepts presentations with the following expectations:

- Presenters demonstrate exceptional expertise around proposed content.
- Sessions are focused on participant learning, not lecture.
- Sessions are not intended to be a platform for selling products and services.
- Presenters are **required** to provide all slides and handouts that reflect session content for attendees by May 31, 2019.
- Learning objectives are tailored to the learning level designated.
- Topics are forward thinking, challenging, and reflect the mission of Employment First.

LEVELS OF LEARNING

APSE National Conference attendees represent a wide array of stakeholders and learning levels. Individuals come to the conference with varying knowledge and experience with Employment First, so APSE stresses the importance of meeting learners where they are. When filling out the proposal form, you will be asked to indicate at least one of the the three learning levels:

Introductory (knowledge): Session will introduce basic building blocks and tactical applications of practices in Employment First. Attendee has introductory employment support knowledge.

Intermediate (proficiency): Session will present a more strategic application of introductory knowledge in Employment First. Attendee has experience working with the challenges of encouraging competitive, integrated employment.

Advanced (mastery): Session offers discussion of innovative practices and applications, strategic challenges, and systemic changes. Attendee is a subject matter expert in employment support.

The learning level is decided by the content of the session, not the intended audience or expertise of participants expected to attend. Attendees of a given session are likely to encompass a wide array of professional knowledge and experience.

CONFERENCE TRACKS

Innovative Practices

Description: Share your innovative ideas and state-of-the-art practices in job development and job support.

Transition

Description: Lead discussions of innovative ideas and strategies that ensure young people leave school ready, willing, and able to work.

Public Policy & Funding

Description: Help APSE attendees take a look at the “big picture” of systems and wide-scale movements.

Leadership for the Future

Description: Lead discussions for moving forward with innovation and excellence.

Family, Student, and Self Advocate

Description: Focus on engaging our families, self-advocates, and students in Employment First efforts.

Mental Health

Description: Facilitate a conversation on the unique needs of supported employment for people with a mental health diagnosis.

Employer Engagement

Description: Engage business leaders who currently or are interested in employing a diverse workforce, while focusing on cutting-edge practices to build more inclusive workplaces.

TOPICS

APSE is particularly interested in sessions that will cover the following topics this year:

Accessibility

Advancing underrepresented populations

Allies and champions

Assistive technology

Benefits planning

Best practices

Marketing

Career pathways

Community connections

Conflict management

Cross sector partnerships

Cross-cultural communication

Cultural competence
 Data driven decision making
 Diversifying leadership
 Diversity and cultures of inclusion
 Diversity councils
 Eliminating barriers
 Emerging trends
 Employee engagement
 Employer perspectives
 Family engagement/parent perspective
 Gender disparities
 Generational differences/aging
 Government initiatives
 Healthcare
 Inclusion ROI
 Innovation
 Institutional barriers
 Intersectionality
 IPS

Leadership development
 LGBTQ intersection
 Mental health
 Mentoring
 Organizational change
 Political advocacy
 Power and privilege
 Strategic planning
 Public policy
 State Employment First Training Plans
 Self-advocate Success Stories
 Self-employment
 Talent acquisition
 Talent retention
 Technology
 Veterans' employment
 Women in leadership
 Work life balance

APPLICATION GUIDELINES

Date	Time
December 14, 2018 5pm EST	Call for Presentation closes
March 30, 2019	Notice emailed to presenters
April 15	Session date and time emailed to presenters
April 30, 2019	Chosen presenters must be registered
May 31, 2019	All presentation handouts due to cassy@apse.org
June 17-20, 2019	2019 APSE National Conference

Submission Deadline:

Submissions must be completed by December 14, 2018 at 5pm EST. Receipt of proposal will be emailed to lead presenter upon submission.

Notify us within 24 hours if you do not receive an email confirmation. It is your responsibility to re-submit or contact the APSE office at 301-279-0060.

Evaluation Process:

The program committee reviews presentation proposals based on the following criteria:

- Completion of all required information
- Alignment with APSE mission and conference topics
- Clarity and relevance of topic
- Relevance to intended audience
- Presentation approach and level of participant engagement
- Quality of interactive activities
- Contribution to new or innovative practices to inclusive employment
- Relevance to conference strand selected
- Extent to which proposal captures emerging trends in practice and research
- Organization, outline, and flow of presentation
- Tangible takeaways: applications, directives, and goal setting opportunities

Presentation Policies:

In submitting a presentation proposal, you and your presentation team are agreeing to the following policies:

- 1) **Diversity in Presentations:** presenters are limited to **one (1) presentation submission as a lead presenter** and **no more than two (2) presentation submissions total.**
- 2) **Originality Agreement-** I certify that the contents of my presentation are owned by me and or other members of the presenting team. If the contents are not my original work, then appropriate attribution is made.
- 3) **Platform for Sales** - I understand that presenting at APSE's National Conference is NOT a platform for product or service sales and that my education program will not consist of any sales pitches.
- 4) **Changes to Accepted Presentation** - If there are substantive changes to the content of an accepted presentation between confirmation and the conference, the Lead Presenter will notify conference planners immediately. Continuation of the session is at the discretion of the conference planners. Substitution of presenters after acceptance is not permitted.
- 5) **Accessibility** - APSE is committed to providing an inclusive and accessible experience for all conference attendees. Resources below. Depending on the accommodations requested, these are some of the considerations that may be requested of conference presenters:
 - a) Control background noise to the greatest extent possible.
 - b) Include the key points of any presentation on handouts or slides, preferably with large print and sharp, contrasting colors.
 - c) Provide a copy of the presentation materials well in advance to allow for preparation of alternative format versions (large print, Braille, etc.).
 - d) Videos to be used during the presentation should be captioned in advance.

- e) Verbally describe any visual aids, including slides and handouts, used during the presentation.
 - f) APSE is also committed to accommodating presenters with disabilities (e.g., ramping or podium requests, accessibility of microphone at the appropriate height, a reverse interpreter, sighted guide for a person with limited vision, etc.). Request of such accommodations will be made by April 30, 2019.
- 6) Professional Conduct – All presenters agree to give his, her or their best effort and to conduct themselves with of the highest level of professional conduct. The success of the APSE National Conference depends largely on public respect for and approval of those associated with the conference. Furthermore, the Presenter and APSE agree to defend, indemnify, and hold both Presenter and APSE harmless from any claims, causes of action, expenses, damages, or costs (including reasonable attorneys’ fees) arising from or related to the acts or omissions of the Presenter or its officers, directors, agents, or employees.
 - 7) Registration – The presenter will complete his, her or their discounted online registration to the conference by April 30, 2019. All presenters are required to register.
 - 8) Handouts – By providing APSE handouts, I give APSE permission to reproduce my handouts, post my handouts, or otherwise disseminate the information from my session to conference attendees. The presenter will provide APSE a handout(s) (i.e. slide deck, checklist, action plans, etc.) by May 31, 2019 to be posted online for attendee reference.
 - 9) Travel & Expenses – As a nonprofit organization, APSE is unable to provide an honorarium to presenters or reimburse travel expenses. Limited scholarships are available to attendees. This information is posted on our website. Submission of a presentation is an agreement to the expenses related to travel to the APSE National Conference, regardless of scholarship status.
 - a) Technology and AV Needs: APSE provides an LCD projector and screen for all sessions. All other audiovisual needs (including internet access, audio from computer files/videos, flipcharts, laser pointers, etc.) will be at the presenter’s expense, and must be arranged with the hotel. A/V information will be provided to presenters at the time of presentation acceptance notification.
 - 10) Availability – Submission of a presentation is an agreement to present on any of the conference dates (June 18, 19, or 20, 2019) if your presentation is accepted.
 - 11) Photos and Videos - I understand that there may be event photographers present during my session and I give APSE permission to use any photographs in future promotional materials.
 - 12) Illegal Substances/Alcohol - The Presenter agrees not to use or be under the influence of illegal substances or alcohol while at the conference for the presentation.

ACCESSIBILITY RESOURCES

Checklists, Tutorials, and Tips

1. [Make Your PowerPoint presentations accessible](#)
 - a. Source: Microsoft Office Accessibility Center
2. [Accessible PowerPoint](#)
 - a. Source: Accessible U – University of Minnesota
3. [PowerPoint Tips](#) and [PowerPoint Slide Master](#)
 - a. Source: Accessibility and Usability at Penn State

Low Vision and Blindness Focus

1. [PowerPoint Presentations for Persons with Low Vision \[PPT file\]](#)
 - a. Source: APH
 - a. [Creating Accessible PowerPoint Presentations for Students with Visual Impairments and Blindness](#)Source: Perkins School for the Blind eLearning

To begin the application process please visit our website at www.apse.org

PROPOSAL SUBMISSION*

Prior to beginning your online submission, it is strongly suggested that you prepare the following information in this document or the [Word version of the document](#).

Then paste information into the online submission form –

<https://app.wizehive.com/webform/NationalAPSERFP>

After submission you will receive a confirmation email with 24 hours. If you do not receive a confirmation email, your proposal has not been received. It is your responsibility to re-submit or contact the APSE office about your proposal.

NOTE: When preparing your information, please do not double space.

Proposals that do not include all required information will not be accepted for review.

Title (limited to 100 characters)
Presenter Information for Each Presenter (Maximum 5 presenters per session, discounted registration rate for lead presenter and first co-presenter only per session. Non-transferrable.) <ul style="list-style-type: none">• Name• Company/Organization• Job Title (if applicable)• Phone Number• Email Address• Bio (150-word limit) – written in third person
Conference Session Format (Select 1 of 5 formats) <input type="checkbox"/> Topical Breakout Sessions (60 min) <input type="checkbox"/> APSE Talks (10-12 min) <input type="checkbox"/> Campfire Conversations (60 min) <input type="checkbox"/> Power of 5 (5 min) <input type="checkbox"/> Pre-Conference (3 hour) – June 17, 2019 only

General Conference Strand

(Select 1 of the 5 strands)

- Employer Engagement
- Family, Student, & Self-Advocate
- Innovative Practices
- Leadership for the Future
- Mental Health
- Public Policy & Funding
- Transition

Pre-conference Strand* only

(Select 1 of the 3 strands)

- Foundations of Employment Services
- Scaling Practice
- Policy Design

Conference Abstract (limited to 75 words)

Identify the issue, problem, or question to be addressed, and how the session will address it. If your proposal is accepted, this will be the information in the conference program to market your session, so be sure to make the abstract engaging and interesting!

Detailed Description (limited to 300 words)

Identify in greater detail the issue, problem, or question to be addressed, and a description of implications, implementation, challenges, usefulness to audience, and take-home message. Describe how the presentation will address the selected conference strand and how the presentation format selected supports the information you want to share. Indicate how your presentation will follow the guidelines described for the selected presentation format.

General Conference Learning Level (Select at least 1)

- Introductory** (knowledge)
- Intermediate** (proficiency)
- Advanced** (mastery)

Primary Intended Audience:

When submitting a presentation, select one (1) primary audience for whom the material is best suited. Multiple secondary audiences can be selected if the presentation is applicable across many different positions.

- Self-Advocates
- Families of Self-Advocates
- Entry-Level Professionals
- Mid-Level Managers
- Organizational Executives
- Policy Specialists
- K-12 Students & Families
- Post-Secondary Students
- Other (Describe: _____)

Ethics (Optional)

Presentations covering ethics must show evidence the [CRCC Code of Professional Ethics for Rehabilitation Counselors](#) or, alternatively, the [ACA Code of Ethics and Standards of Practice](#) is referenced within the presentation. Please provide the way and extent to which the CRCC or ACA Code will be addressed.

Learning Objectives:

Provide 3 participant learning outcomes. Describe the skills, knowledge, and/or behaviors attendees will know or be able to demonstrate after the session. (50-word max for each)

- 1.
- 2.
- 3.

Interactive Activities

We have found that the most well-received breakout sessions are data-driven and have an interactive component, so we encourage you to develop presentations that do not rely solely on a lecture. Describe a set of planned techniques, interactive exercises, or other methods you will incorporate into your presentation to promote learning by and among attendees. (150-word limit)

Presentation History

Provide information about whether you have given this presentation before. If yes, please list where it has been given and how the information you will be presenting will be updated to audience and new information.

Slides or Content Outline Upload* Pre-conference only

If you are submitting a proposal for a pre-conference session, please attach a word document, PDF, or PowerPoint slides (preferably saved as a PDF). Reviewers will review attachments to determine engagement with audience, depth of topic information, and alignment with APSE mission, vision, and values.

Each Pre-conference proposal is limited to a maximum of 2 documents uploaded.

Submit Your Proposal Here: <https://app.wizehive.com/webform/NationalAPSERFP>

APSE reserves the right to edit/modify these items for length and marketing purposes

NOTE: Internet access for presentations - APSE will make every effort to ensure Internet is available in presentation rooms. However, do not design your presentation presuming that Internet access will be available.

QUESTIONS?

Contact Cassy Beckman: cassy@apse.org