

The 25th Collaborations Conference will be January 3rd – 5th 2024 in Norfolk, VA

Collaborations Conference Call for Proposals Proposals due by October 1, 2023

The 25th Collaborations Conference provides education and networking opportunities for rehabilitation and employment professionals, employers, educators, and anyone interested in advancing Employment and community-based services for Virginians with Disabilities.

We are looking for innovative presentations that expand state-of-the-art practices advancing employment and community based services or Virginians with disabilities.

This year's theme is Working Together: 25 Years of Collaboration!

PRESENTER REQUIREMENTS

1. Conference proposals must be submitted by email to Adair Jensen-Smith (Adair.Jensen-Smith@thechoicegroup.com) or Nora Tucker (Nora.Tucker@dars.virginia.gov) by October 1, 2023. All required information must be provided at the time of submission. **Incomplete proposals will not be accepted for review.**
2. All presenters and co-presenters accepted as a result of the Call for Proposals **are expected to register for the conference, paying the full conference registration fee if they will be attending the conference.**

CONFERENCE SESSION FORMATS

This year the conference will be held in Norfolk, VA. Conference sessions will be 1-1.5 hours in length. We welcome all formats for presenters. Presenter submissions should include their proposed format as a part of their proposal.

The Conference planning committee strongly encourages the inclusion of individuals with disabilities, family members, employers and other stakeholders in presentations. Inclusion of diverse cultural perspectives for diverse populations is also encouraged. Session topics should be relative to employment providers and community-based services for people with disabilities.

PROPOSAL SUBMISSION

All submissions must be sent to Adair Jensen-Smith (adair.jensen-smith@thechoicegroup.com) or Nora Tucker (nora.tucker@dars.virginia.gov) using the submission form listed below. After submission you will receive a confirmation email within 48 hours.

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PROPOSAL SUBMISSION FORM

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

Title: (limited to 100 characters)

Presentation Format: (panel, success story, breakout session, etc)

Conference Program Abstract: This will be the information in the conference program to market your session, so be sure to make the abstract engaging and interesting!

Presentation Details:

1. **Detailed description:** 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 topic 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.
2. **Learning Objectives:** Provide 2 to 3 participant outcomes. Describe the skills, knowledge, and/or behaviors attendees will know or be able to demonstrate after the session.
3. **Interactive Activities:** Describe a set of planned techniques, interactive exercises, or other methods you will incorporate into your presentation to promote learning by and among attendees in a virtual environment.

Presenter Information: Contact information & bios for lead presenter and all co-presenters.

SELECTION PROCESS

Submissions in acceptable formats and successfully submitted by 5pm EST on **October 1, 2023** will be evaluated by a review committee.

Selection Criteria

1. Clarity and coherence of submission.
2. Relevance and usefulness to the intended audience
3. Presentation approach and level of participant engagement.
4. Measurable participant outcomes: skills, knowledge and/or behaviors attendees will gain or be able to demonstrate after session.

HAVE QUESTIONS? NEED ASSISTANCE?

Please contact Adair Jensen-Smith at adair.jensen-smith@thechoicegroup.com / 804-833-3090 or Nora Tucker at nora.tucker@dars.virginia.gov / 540-838-5306