



## 2015 CALL FOR PROPOSALS

**SUBMISSION DEADLINE: JANUARY 12, 2015**

APSE's 26<sup>th</sup> annual conference will be held in Philadelphia, PA on June 23-25, 2015, with a pre-conference day on June 22<sup>nd</sup>. The APSE conference focuses exclusively on integrated employment of individuals with disabilities.

**At this premier event share knowledge, expertise and ideas on the latest and best practices and innovations to make employment a reality for all!**

The National APSE Conference provides education and networking opportunities for individuals with disabilities, families, rehabilitation and employment professionals, transition teachers, employers, policymakers, educators, and anyone interested in advancing Employment First!

**We are looking for innovative presentations that expand state-of-the-art practices advancing employment for all!**

### Important Deadlines:

- **January 12, 2015:** Submit proposals electronically at [www.communityinclusion.org/apse](http://www.communityinclusion.org/apse) by 5pm eastern. 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.
- **March 2015:** Selection notification (accepted, wait listed, or not accepted) will be sent to lead presenters by mid-March via the email listed in your submission. Status of your proposal will not be available.
- **May 15, 2015:** Conference registration for presenters must be received by May 15<sup>th</sup> to avoid cancellation of your session.

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## CONFERENCE SESSION FORMATS

***We listened!*** APSE has made changes in the session formats this year. We are continuing with our popular “**APSE Talks**” from last year and have added more **Open Discussion** sessions. We will also be offering fewer simultaneous sessions at the conference. While this means there may be fewer opportunities to present longer sessions, we have made other formats more substantive. We continue to make every effort to include as many people as possible on the conference program. **APSE is strongly encouraging presentations that are innovative in both content and presentation format, and use an array of methods for sharing information and promoting learning.**

Please read the following descriptions carefully and apply for the format most appropriate to your presentation.

***Open Discussions (90 minutes):*** Unlike a typical breakout session where the presenters are all experts on a topic and make a structured presentation, an open discussion is facilitated by one or more discussion leaders on a specific topic important to the field of integrated employment. The room

monitor will provide cards to participants as they enter the session to write down questions that will be shared with the discussion leader. There will be no PowerPoint – just a willingness to engage participants in an open and educational discussion. **Proposals must include the topic to be discussed, learning objectives, how the discussion will be structured, and how the discussion leader(s) will engage the participants.**

**Breakout Sessions (90 minutes):** Breakout sessions provide participants an opportunity to engage with the presenters and each other in learning about the session topic and how to apply it in their own work. These sessions should begin with a brief framing of an issue, theory, model, or process and include data, practical examples, and evidence that you and the participants can then use to examine and discuss the topic. Sessions will be led by one or more presenters using *audience participation and interactive activities as the primary mechanism for sharing information and learning*. We encourage moderated panel discussions where the moderator poses questions to the panel and audience members. **Proposals must include a content outline, learning objectives and interactive exercises.**

**“APSE Talks” (10-12 minutes):** Back by popular demand! “APSE Talks” follow the model of the TED Talks ([www.ted.com](http://www.ted.com)) – the slogan for TED Talks is “Ideas Worth Spreading”. “APSE Talks” are concise, well-prepared, light on presentation slides (from no slides to no more than 3-4 slides), and delivered with “style”. The goal is to deliver one idea, clearly and persuasively. Six 10 to 12 minute “APSE Talks” will be grouped into 90 minute sessions with a moderator. “APSE Talks” will be videotaped and posted on the APSE website. **This feature was quite a success last year! Click on the links below to see some of the APSE Talks from 2014 in Long Beach!**

<http://youtu.be/dFw8nE0-Nd0>

[http://youtu.be/\\_vqF3NiTeWg](http://youtu.be/_vqF3NiTeWg)

<http://youtu.be/BOtdWHIbT9A>

**Poster Sessions:** Poster sessions will help us kick off the 2015 APSE conference. Last year the poster sessions were overwhelmingly successful with over 20 participants. Consider sharing your great work and best practices in an informal manner that fosters interaction with the audience in an exhibit area. Poster sessions will be held on the first night of the conference (June 23<sup>rd</sup>) during the reception. Presenters will have a visual/graphic display that conveys the information being shared. We encourage attendees, university students, and APSE Chapter Board members to present research and state-of-the-art practices happening in your state! This is a great opportunity to share one-on-one with others! **Proposals must include content outline and learning objectives.**

**Pre-conference Seminars (3 hours):** Pre-conference seminars offer a broader, more in-depth view of a topic area, including a variety of professional viewpoints, areas, and/or levels. Presenters are encouraged to design presentations that promote attendee participation and impart skills and state-of-the-art practices that can be easily applied. Each preconference session is offered in three-hour time blocks on Monday June 22<sup>nd</sup>. There are only six (6) pre-conference seminars offered. **Proposals must include a content outline, learning objectives and interactive exercises.**

**Students for APSE Sessions (45 minutes):** This year we are opening up proposals for Students for APSE, which will be held during the pre-conference on June 22<sup>nd</sup>. The Students for APSE track offers lively, entertaining and engaging activities for the day that focus on sharing resources and building enthusiasm for getting a job! One or more presenters will lead interactive, hands-on sessions that involve the young adults in lively discussions focusing on integrated employment, self-determination, social media, leadership, public policy, and Social Security benefits. **Proposals must include a content outline, learning objectives and interactive exercises.**

**NOTE: We strongly encourage the inclusion of individuals with disabilities, family members, employers and other stakeholders in presentations. Inclusion of diverse cultural perspectives and international perspectives are also encouraged.**

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## Not Sure About Submitting a Proposal? Here Are Other Ways to Contribute:

**Organize a “community meeting”:** Community meetings are gatherings that will take place throughout the conference to broaden discussions on specific key topics. Community meetings are more informal in nature and will be limited to 10-15 people. Instead of a formal presentation, the leader will develop several discussion questions to learn more about people’s ideas and experiences. The leader is a facilitator of knowledge-sharing rather than a presenter of information. It is a participant led format, and it results in networking with smaller groups. **You don’t need to be the expert – just willing to lead a discussion!** Please complete the request for information (topic, description for program, and questions to be discussed) about your proposed community meeting at the link below.

**Serve as a moderator:** Moderators are critically important. At conference sessions, they introduce speakers, enforce time limits, and lead the Q & A. Speakers will be asked to submit their slides and other materials in advance so that the moderator’s remarks will be well informed.

**Be a tweeter:** Via Twitter, offer tips, guidance, and commentary on the conference. Initiate spontaneous discussions and networking. APSE will be offering pre-conference how-to videos to assist those interested!

**Other volunteer opportunities:** APSE needs volunteers to also be room monitors, help at the registration desk, and with other activities.

**Go to this link to submit an idea for a community meeting or volunteer for any of the above opportunities:**

<https://apseconference.wufoo.com/forms/apse-community-meeting-and-volunteer-form/>

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## PRESENTER REQUIREMENTS

1. Conference proposals must be submitted using the on-line process – <http://www.communityinclusion.org/apse>  
**No mailed, emailed, or faxed proposals will be accepted.**
  2. To promote diversity in presentations, presenters are limited to one (1) presentation submission as a lead presenter and no more than two (2) presentation submissions total.
  3. If a proposal is accepted, presenters and co-presenters will be responsible for registering for the APSE conference, paying the full conference registration fee and covering their own travel and lodging. APSE is not able to pay expenses for presenters. APSE will send an invoice for conference registration to each person whose proposal is accepted. **If your proposal is accepted, your conference registration is due no later than May 15, 2015. If registration fees are not paid by this date, the session will be cancelled.**
  4. Presenters will be asked to submit presentation materials no later than June 1, 2015 for posting on the conference website to accommodate conference attendees.
  5. APSE provides an LCD projector and screen for all sessions, **except Poster Sessions & Open Discussions**. 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.
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## CONFERENCE STRANDS

APSE is inviting submission of proposals on the specific topics below. **Proposals on the topics listed under each strand will be given preference in the review process.** Proposals focusing on issues regarding Self-Advocates, Families, Veterans, Mental Health, Autism and Cultural Diversity are encouraged in all strands!

**INNOVATIVE PRACTICES IN INTEGRATED EMPLOYMENT:** Share your innovative ideas and state-of-the-art practices in job development and job support. Suggested topics: a) building employer relationships and assisting individuals with disabilities in obtaining integrated employment; b) supporting individuals on the job and facilitating natural supports; c) utilizing accommodations and technology to support individuals on the job; d) working with individuals and families from culturally and ethnically diverse backgrounds; e) effective person-centered planning and assessment; f) peer-to-peer connections for employment success; g) self-employment/micro-enterprise; h) collaborating with stakeholders (families, employers, individuals with disabilities, etc.); i) supporting individuals with the most significant disabilities; j) solving the transportation challenge, k) enhancing job skills through training and education; l) employment in the public sector; m) developing financial literacy; and n) benefits assistance leading to employment success.

**TRANSITION FROM SCHOOL TO ADULT LIFE:** Lead discussions of innovative ideas and strategies that ensure young people leave school ready and willing to work. Suggested topics: a) developing employment experiences during high school; b) college and other post-secondary options leading to employment; c) systematic approaches to improving transition from school to work outcomes; d) transition practices that lead to real employment outcomes; e) avoiding the transition to facility-based services trap; f) collaboration with adult service agencies; g) integration with vocational and technical education; and h) state and local education policies that lead to employment success.

**PUBLIC POLICY AND FUNDING:** Help APSE attendees take a look at the “big picture”. Suggested topics: a) funding & long term services; b) effective public policy advocacy; c) legal and legislative issues; d) developing pro-employment public policies; e) systems change leading to Employment First initiatives; e) inter-agency collaboration; f) disability rights; g) effective advocacy for pro-employment agenda and policies; h) making Employment First a reality: real systems change; i) the future of Social Security; and j) health care reform.

**LEADERSHIP FOR THE FUTURE:** Lead discussions for moving forward with innovation and excellence. Suggested topics: a) community employment as a choice: discussion & debate; b) moving organizations from facility to community-based employment; c) strengthening the direct service workforce; d) effective program and staff management; e) building and maintaining an effective APSE chapter; f) integrating core employment values and beliefs into practice; g) organizational change; h) choosing quality service providers; i) partnering with and empowering individuals and families; j) the service system of tomorrow; and k) getting beyond just jobs: economic and career advancement.

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## PROPOSAL SUBMISSION

**Prior to beginning your online submission, it is strongly suggested that you prepare the following information in a separate document, and then paste this information into the online submission form – [www.communityinclusion.org/apse](http://www.communityinclusion.org/apse).** After submission you will receive a confirmation email. If you do not receive a confirmation email, your proposal has not been received, and it is your responsibility to re-submit or contact the APSE office about your proposal.

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

- A. **\*Title** (limited to 100 characters)
- B. **Conference Strand:** Select 1 of the 4 strands described above (NOTE: presentations must clearly relate to one of the identified strands.)
- C. **\*Format** (Open Discussion, Breakout, “APSE Talks”, Poster Session, Pre-conference Seminar, Students for APSE).
- D. **\*Target Audience:** The attendee group who will benefit most from your session:
  - **Explorer:** These sessions are designed for those who are exploring integrated employment or are relatively new to the field. They are looking for an overview of best practices and common strategies.
  - **Designer:** These sessions focus on creating change at an organization or systems level, as well as looking at new or creative ideas to implement.
  - **Leader:** These sessions are advanced and designed for those highly experienced in the field of employment of people with disabilities seeking to develop a broader set of skills and understanding.
- E. **\*Conference Program Presentation Abstract:** Identify the issue, problem, or question to be addressed, and how the session will address it. If proposal is accepted, this information will be included in the conference program. (150 word limit – single paragraph – no abbreviations or acronyms)
- F. **Presentation Details:** Responses for each item below should be single paragraphs. Do not include any information that identifies the presenters in these responses.
  1. **Content Outline:** Describe how the presentation addresses 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 in the conference format (e.g., Open Discussion, Breakout Session, etc.). (150 word limit)
  2. **Detailed Description:** Identify in greater detail the issue, problem, or question to be addressed; provide a fuller description of method, key findings, implications, implementation, challenges, usefulness to audience, and take-home message. (300 word limit)
  3. **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. (100 word limit)
  4. **Interactive Activities:** Describe a set of planned techniques, interactive exercises, or other activities that you will incorporate into your presentation to promote learning by and among attendees. (150 word limit – response required for Pre-conference Seminar, Breakout Sessions and Students for APSE ONLY)
- H. **Presenter Information:** Contact information & bios for lead presenter and co-presenters (150 word limit for bios – single paragraph)

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

## SELECTION PROCESS

Submissions in acceptable formats and successfully submitted by 5pm EST on **January 12, 2015** will be evaluated by a review committee. Presenter names are deleted from proposals when they are reviewed. **The selection of proposals is highly competitive and presenters should not presume that their proposals will be accepted. Failure to properly and fully complete the proposal application process will result in automatic rejection of any proposal.** The review committee will evaluate each proposal on the merit and relevance to the conference. The review committee and APSE reserve the right to recommend modifications to sessions in order to ensure a balanced program.

### Selection Criteria

1. Clarity and coherence of submission.
  2. Relevance and usefulness to the intended audience:
    - a. Why is topic important to the field?
    - b. Usefulness to stakeholders (individuals with disabilities, professionals, families, employers).
  3. Presentation approach and level of participant engagement.
  4. Contribution to new or innovative practices to integrated employment.
  5. Alignment with APSE Mission and Vision (available at [www.apse.org](http://www.apse.org)).
  6. Relevance to the conference strand selected.
  7. Extent to which the proposal captures emerging trends in practice and research.
  8. Measurable participant outcomes: skills, knowledge and/or behaviors attendees will gain or be able to demonstrate after session.
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### QUESTIONS? NEED ASSISTANCE?

If you have questions or need assistance, please email [apseconference@apse.org](mailto:apseconference@apse.org) or call 301-279-0060.

**THANK YOU FOR YOUR INTEREST IN THE 2015 APSE CONFERENCE!**