

**CALL FOR WORKSHOP PROPOSALS**

Milestones 13th Annual Autism Spectrum Disorder Conference

I-X Center, Cleveland, Ohio

Thursday & Friday, June 18 & 19, 2015

**WORKSHOP SUBMISSION INSTRUCTIONS**

**Call for Workshop Proposals:**

The Call for Proposals opens **Thursday, November 6, 2014 and closes Thursday, January 15, 2015.** You may submit one or more workshop proposals in the following categories:

* Workshop Session: 75 minute session presented by 1 or 2 speakers
* Panel Presentation: 75 minute session presented by 3 or 4 speakers
* Poster Session: Poster displayed in selected area of conference site (NOTE: This requires the completion of The Call for Posters)

**NOTE:** For Workshop Sessions and Panel Presentations the 1st speaker attends the Conference for free and the remaining speakers receive a discounted registration rate.

**About Milestones Autism Resources:**

Milestones Autism Resources is a 50l (c)(3) with the mission of improving the lives of individuals on the autism spectrum by educating, coaching, and connecting the autism community with evidence-based information.

**Conference Dates:** Thursday, June 18 & Friday, June 19, 2015

**About Milestones Conference:**

Milestones Conference is attended by parents and professionals and draws approximately 1,000 participants. The conference targets a wide range of topics related to ASD and addresses the needs of all ages and ability levels.

1. **Guidelines for Submitting a Workshop Proposal:**

Fill out the *Milestones 13th Annual Autism Spectrum Disorder Conference Call for Workshop Proposals Submission Form* in its entirety and submit by email, fax, or regular mail on or before **January 15, 2015:**

Milestones Autism Resources Email: lrotsky@milestones.org

ATTN: Leslie Rotsky Fax: 216.464.7602

23880 Commerce Park, Suite 2

Beachwood, OH 44122

**Considerations:**

* We encourage hands-on and interactive sessions, use of video clips and other visuals, as well as technology.
* Many attendees are interested in sessions that are intermediate or advanced levels of presentations.
* Milestones Conference promotes evidence-based research and interventions.

1. **Selection Process:**
2. A confirmation letter stating that your proposal has been received will be sent to the person listed as Speaker #1 upon submission.
3. A Conference Committee comprised of parents and professionals will review each proposal.
4. The Conference Committee may request that some submitters refine their proposals to create the best possible content for the intended audience.
5. Speakers will be notified in writing if their proposals have been accepted. If your proposal is not selected to be presented at the annual conference as a workshop session, it may be selected for a poster session at the conference or for a Milestones parent or professional workshop series which occur periodically throughout the year.
6. Speakers will be notified of the date and time they will present.



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***Please type or write directly into this form. List information as you would like it to appear on conference materials. A workshop session can have a maximum of 2 speakers and a panel presentation can have a maximum of 4 speakers.***

**1. Speaker(s) Name, Credentials, Affiliation, and Contact Information**

**Speaker #1**

Name: Credentials:

Affiliation: Job Title:

Address:

Email: Phone: Fax:

**Speaker #2**

Name: Credentials:

Affiliation: Job Title:

Address:

Email: Phone: Fax:

**Speaker #3**

Name: Credentials:

Affiliation: Job Title:

Address:

Email: Phone: Fax:

**Speaker #4**

Name: Credentials:

Affiliation: Job Title:

Address:

Email: Phone: Fax:

**2. Workshop Title** (Maximum of 100 characters or 10 words—title should be inviting and descriptive of content)

Title:

1. **Session Objectives** (3-5 specific learning objectives completing the phrase “Participants will be able to….”)
2. Participants will be able to
3. Participants will be able to
4. Participants will be able to
5. Participants will be able to
6. Participants will be able to
7. **Conference Tracks** Conference workshops are divided along individual tracks. Where does your workshop fall? (Check ALL that apply.)

\_\_\_ Board Certified Behavior Analyst (BCBA) Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Challenging Behaviors

\_\_\_ Communication

\_\_\_ Educator/School

\_\_\_ High Functioning/Asperger’s

­­­\_\_\_ New to Autism

\_\_\_ On the Autism Spectrum

­­­\_\_\_ Parent

\_\_\_ Severe Autism

\_\_\_ Social Skills

\_\_\_ Technology

\_\_\_ Transition/Adulthood

1. **Level of Content** (Check the ONE that best describes your session.)

\_\_\_ Introductory (Newly Diagnosed, New to Field, New to Topic)

\_\_\_ Intermediate (Comfortable Understanding of Autism, Practical Application)

\_\_\_ Advanced (Technical Research Presentation)

\_\_\_ Continuing Education for BCBA

1. **Target Audience** (Check ALL that apply.)

\_\_\_ Parent \_\_\_ Professional \_\_\_ Early Education \_\_\_ School Aged/Middle School \_\_\_ High School \_\_\_ Adult

1. **Do you need internet access for your presentation?** \_\_\_ Yes \_\_\_ No
2. **Workshop Abstract** (Maximum of 125 words—concisely summarize content of presentation)
3. **Proposal Outline & Content** (Maximum of 2 pages—outlined and detailed workshop description. You may insert content below or send as an attachment.)
4. **Biographical Paragraph for Each Speaker** (Maximum of 125 words—you may insert below or send as an attachment—include title, credentials, employer, education, and professional areas of interest)

**11. Professional Resume** (Please attach a 1-page professional resume for each speaker.)

**12. Speaker Benefits and Expectations**

* The person listed as Speaker #1 for each presentation will receive a free conference registration. Speakers 2-4 for each presentation will receive a discounted registration rate.
* Speakers are responsible for submitting a PowerPoint (.ppt or .pptx) of workshop along with any session handouts on or before **March 10, 2015.**
* Speaker materials (including PowerPoints and handouts) may be made available to all conference attendees in these formats: an electronic version that can be downloaded, a printed binder, a CD.
* Speakers are responsible for bringing 50 copies of any handouts necessary for participating in their session to distribute to attendees.
* Speakers will also be asked to furnish a list of requested books for the book vendor to have for sale at the conference.
* Speakers are required to furnish their own laptop computer for the workshop session.
* Milestones reserves the right to videotape, audiotape, and/or photograph all sessions. (You will be asked to sign a written consent form with your speaker agreement.)

**PLEASE NOTE:**

**Materials submitted may be edited for publication and printing purposes at the sole discretion of Milestones Conference Committee.**

***THANK YOU FOR YOUR INTEREST IN PRESENTING AT   
MILESTONES 13TH ANNUAL AUTISM SPECTRUM DISORDER CONFERENCE.***