**AHEAD PROPOSAL SUBMISSION FORM 2020**

The 43rd Annual Conference of the Association on Higher Education And Disability

JW Marriott Desert Springs Resort & Spa

July 16-2120-24, 2020

***Equity and Excellence: Access in Higher Education, 2020***

**Speaker Information**

*Presenters will be listed in all conference information in the order designated here. The first presenter will be the Coordinating Presenter. All information regarding this proposal will be sent to the Coordinating Presenter to share with co-presenters.*

Coordinating Presenter:

First name:

Last name:

Highest Academic Degree:

Institution or Organization:

Phone number:

E-Mail:

Do you have teaching or national conference presentation experience? Yes / No

* What experience do you have that prepares you to deliver this presentation? Please provide information **specifically** related to your expertise in the area of your proposal. (Please DONOT cut and paste full resumes into this field. Information should be specifically pertinent to this proposed presentation.) 1,000 characters max.

Second Presenter:

First name:

Last name:

Highest Academic Degree:

Institution or Organization:

E-Mail:

* Does this presenter have teaching or national conference presentation experience? Yes / No
* What experience does this presenter have that prepares him or her to deliver this presentation? Please provide information **specifically** related to your expertise in the area of your proposal. (Please DONOT cut and paste full resumes into this field. Information should be specifically pertinent to this proposed presentation.) 1,000 characters max.

Third Presenter:

First name:

Last name:

Highest Academic Degree:

Institution or Organization:

E-Mail:

* Does this presenter have teaching or national conference presentation experience? Yes / No
* What experience does this presenter have that prepares him or her to deliver this presentation? Please provide information **specifically** related to your expertise in the area of your proposal. (Please DONOT cut and paste full resumes into this field. Information should be specifically pertinent to this proposed presentation.) 1,000 characters max.

Fourth Presenter:

First name:

Last name:

Highest Academic Degree:

Institution or Organization:

E-Mail:

* Does this presenter have teaching or national conference presentation experience? Yes / No
* What experience does this presenter have that prepares him or her to deliver this presentation? Please provide information **specifically** related to your expertise in the area of your proposal. (Please DONOT cut and paste full resumes into this field. Information should be specifically pertinent to this proposed presentation.) 1,000 characters max.

Firth Presenter:

First name:

Last name:

Highest Academic Degree:

Institution or Organization:

E-Mail:

* Does this presenter have teaching or national conference presentation experience? Yes / No
* What experience does this presenter have that prepares him or her to deliver this presentation? Please provide information **specifically** related to your expertise in the area of your proposal. (Please DO NOT cut and paste full resumes into this field. Information should be specifically pertinent to this proposed presentation.) 1,000 characters max.

*If necessary, additional presenters’ names can be sent to* *carol@ahead.org**. Include the name of the Coordinating Presenter and* ***title of your proposal*** *in the email*

**Proposal Information**

1. Topical Areas (Select ONE that MOST closely matches your proposal)

\_\_\_\_\_ Accessibility

\_\_\_\_\_ Assistive Technology

\_\_\_\_\_ Campus Collaboration/Outreach

\_\_\_\_\_ Distance/Online Education

\_\_\_\_\_ Diversity/Social Justice

\_\_\_\_\_ Leadership & Influence

\_\_\_\_\_ Legal/Policy

\_\_\_\_\_ Promising Practices

\_\_\_\_\_ Research

\_\_\_\_\_ Other -- If other, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Program Title: (maximum of 150 characters)
2. Preferred Session Type and Length: (select one)

\_\_\_\_\_Concurrent Session: 60-minutes

\_\_\_\_\_Concurrent Session: 90-minutes

\_\_\_\_\_ Research Poster

\_\_\_\_\_ Program/Resource Display (non-research poster)

\_\_\_\_\_ Preconference: half-day, 3 hours

\_\_\_\_\_ Preconference: full-day, 6.5 hours

\_\_\_\_\_ Preconference: 2-days (13 hours)

\_\_\_\_\_ “AHEAD Talk:” 15 – 20 minutes

1. Program Abstract: (750 characters maximum), to be used in Conference Program Book
2. Program Description: (About 500-800 words, 5600 characters hard limit) to be used in the review process
3. If your session highlights research or evidence based-practice, please describe or cite up to five sources of information you used in development of your proposal. (750 characters)
4. Describe three learning goals and HOW you plan to achieve them. (150 characters maximum for each) Video tutorial on writing learning goals at: <https://www.youtube.com/watch?v=uMaDT4dwhGU&t=1s>

1. Intended audience level: (select one)

\_\_\_\_\_ Novice- foundational information that assumes no background

knowledge

\_\_\_\_\_ Intermediate- presumes basic knowledge; the level of most AHEAD

presentations

\_\_\_\_\_ Seasoned- expects experience in disability services/higher education.

Intended to extend current knowledge with little foundational/remedial information included.

1. This presentation or a close facsimile has been presented at a previous AHEAD conference. Yes / No
2. This session will highlight research and/or data-based practices. Yes / No
3. AHEAD always receives more proposals than can be accepted. If AHEAD receives other proposals on the same topic as yours, are you willing to partner in the presentation of information on that topic?

\_\_\_\_ No

\_\_\_\_ Yes, I am willing to divide a concurrent block of time and cut my presntation to about 25-minutes.

\_\_\_\_ Yes, I am interested in partnering with other presenters to create a joined presentation.

**Speaker Agreement**

By submitting your proposal, you are agreeing to the following:

1. **All presenters must register for the Conference.**
2. All handouts and presentation support materials, including PowerPoint presentations, must be electronically provided to AHEAD by July 2, 2020. These materials will be posted on AHEAD’s website and the conference app for participant download.
3. Any videos shown during presentations must be captioned. Video captioning is the responsibility of the presenter.
4. Presenters must verbally describe any visual aids used during a session.
5. Presenters must agree to permit the Program Committee to edit the proposal.