

# Jazz it Up! Building on Our Potential

## NACDD 2019 Annual Conference

### Proposal Submission Form

Please include the information below. Incomplete submissions will not be considered.

#### Contact Information

Name:

Address:

Phone:

Email:

Title/Affiliation:

#### Objectives (3 things attendees will learn):

- 1.
- 2.
- 3.

#### Description of Proposed Session (this will be used as the description in the final program)

1. Include why this session is important
2. How it is relevant to the theme of the conference "Jazz it Up! Building on Our Potential"

Please indicate if the proposed sessions features leadership strategies and information, in-depth information on a specific topic, or is geared toward advocates taking action. If the session is about a specific project or research, please provide a short description of the project or research and its outcomes (no more than 200 words).

#### Names and affiliations of presenter(s)

1. Panel submissions should include a unique description for **each** presenter – including a description of what that person contributes to the session in terms of knowledge and expertise

#### Full bios for each presenter (for inclusion in the final program):

Please save this form with your first and last name in the file name and email to [conference@nacdd.org](mailto:conference@nacdd.org) by March 8th

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#### Additional Information:

If your presentation is accepted, you will be notified by **March 29, 2019**. At that point, you will need to confirm the proposal's accuracy and your intent to present. You will also be provided with a speaker packet that asks for your travel

plans, special needs and accommodations and technology needs you may have. The speaker packet will also outline the process for having your presentations and handouts included on our conference webpage.

**All speakers must register.** Please note that speakers will not be charged a registration fee to present at the conference for your session only. However, if speakers wish to attend the full conference (sessions and meals), a registration fee will be charged for the days of attendance. All speakers are responsible for their own transportation, hotel and registration costs.