

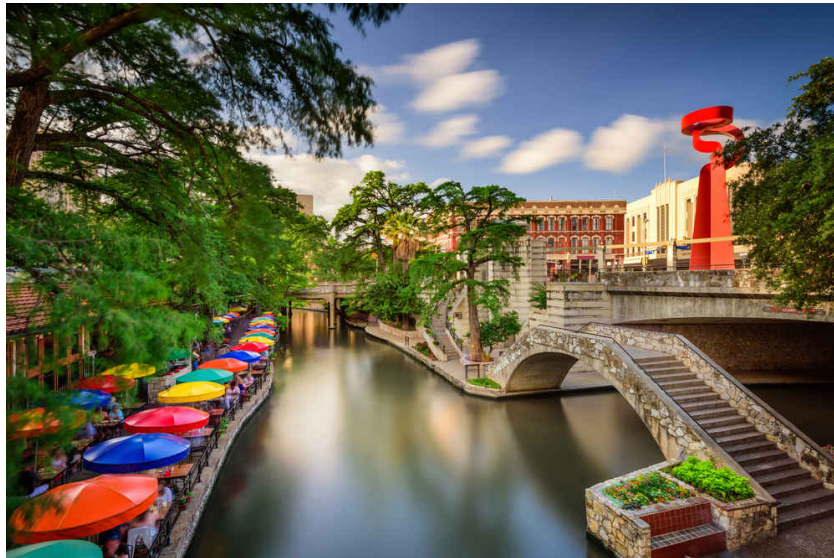


## **REQUEST FOR PROPOSALS**

39<sup>th</sup> Annual National Conference of the American Council on Rural Special Education

*Rethinking Rurality: Connecting All Students Through Innovation*

*Conectando a Todos los Estudiantes a Través de la Innovación*



**March 5-7, 2020**  
**Holiday Inn Riverwalk**  
**San Antonio, Texas**

**Deadline for proposal submission will be October 1, 2019**

The Call for Proposals and Submission Link are available at <http://acres-sped.org/conference>

FMI: Lee Mason – [lee.mason@cookchildrens.org](mailto:lee.mason@cookchildrens.org)

## INFORMATION ABOUT ACRES CONFERENCE PROPOSALS

### Submission Process

All proposals will be submitted online here: [ACRES Conference Proposals: San Antonio 2020](http://acres-speds.org/conference-proposals). This link is available on the main website as well: <http://acres-speds.org/conference>. Here are the steps to follow to submit a proposal:

1. Preparation: read the components of the Proposal Submission Form below and the criteria outlined under Selection Process and/or look at past program books at <http://acres-speds.org/conference> to see the range of topics typically accepted.
2. Confirmation: You will receive a confirm receipt once your proposal has been submitted.
3. Deadlines: ALL proposals MUST be submitted **no later than October 1<sup>st</sup> at midnight**.

### Proposal Submission Form Components

- I. Presenter(s) Name(s) and Affiliation(s): do NOT include degree designators)
- II. *Conference Strand*: one (1) topic that is the focus of the session (choose from: professional preparation, professional development, technology applications, inclusive education, diverse learners, early childhood, gifted education, transition programs, family partnerships, public policy).
- III. *Type of Session*: method of delivery (lecture, poster, roundtable, etc.)
- IV. Focus Audience: one (1) target group (choose from: teacher educators, researchers, family members, classroom teachers, school administrators, or related services personnel) most interested in topic of session.
- V. *Equipment*: You will be asked to confirm the following:  
I understand that the conference will provide a screen and projector (for presentations) or tables (for poster or roundtable sessions) and that other equipment is the responsibility of the presenter(s).  
I understand that all presenters and co-presenters who need other devices such as a computer, mobile device, TV monitor, speakers, internet access, or HDMI adaptors to display the presentation materials will need to bring such equipment with them or pay a fee directly to the hotel to obtain them.
- VI. *Commitment to Attend Conference*: presenters and co-presenters are required to register and pay for names to appear in the conference program. You will be asked to confirm:  
I understand that as lead presenter, I must register and pay the conference registration fee by the pre-registration due date for the session to be included in the conference program booklet and in the conference proceedings document.  
I have informed my co-presenters/authors that ALL presenters/authors must register and pay the conference registration fee by the pre-registration due date for their names to be included in the conference program booklet and in the
- VII. *Principal Presenter*: name and contact information; Co-principal Presenter(s): name and contact information

- VIII. *Proposal Narrative*. The narrative may not include any identifying information and must include the following:
- a. *Title*. The title should highlight key topics that are focus of the session for use in conference program (15 words maximum).
  - b. *Abstract*. Provide a brief description of what presenter(s) will do and what participants will learn during the session for use in conference program (50 words maximum).
  - c. *Session Overview*. Describe in detail what presenters will do and participants will learn during session. (200 words maximum)
  - d. *Empirical or Theoretical Base*. What research or theory supports this information? Please cite supporting literature. (200 words maximum)
  - e. *Rural Focus*. What implications does this session have for rural special education? (200 words maximum)
  - f. *Practical Applications*. How does this information directly or indirectly benefit session participants? (200 words maximum)

## **Selection Process**

Each complete proposal will undergo a blind review process using these criteria:

- Is the proposal clear as to what the presenter(s) will provide for the audience?
- Does the proposal provide a sound empirical or theoretical base?
- Does the topic have direct or indirect implications for rural special education?
- Does the topic have appeal to and usefulness for an audience of educators, administrators, related service personnel, teacher educators, and/or parents?
- Is the proposal well organized? Does the proposal follow the specified format?
- Is the content appropriate for the conference strand and session type selected?

## **Reminders to Potential Presenters:**

Here is important information about presenting at the ACRES conference:

- The principal presenter is responsible for keeping all co-presenters/authors informed of all correspondence from ACRES related to the conference.
- Presenters/authors will receive information about preparing for the session, registering for the conference, and booking the hotel via email as it becomes available.
- ALL presenters and co-presenters/authors **MUST PRE- REGISTER AND PAY** for the conference, with **pre-registration payment due no later than FEBRUARY 1**. ACRES is unable to waive registration fees or offer reduced fees for program presenters/authors.