

REQUEST FOR PROPOSALS

37th Annual National Conference of the American Council for
Rural Special Education

*Life Elevated: Improving Educational
Opportunities and Outcomes for Rural Special
Education*



March 14-17, 2018
Sheraton Salt Lake City Hotel
Salt Lake City, Utah

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

Jack Mayhew, Conference Program Co-Chair
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INFORMATION ABOUT ACRES CONFERENCE PROPOSALS

Submission Process

Here are some 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-sped.org/conference> to see the range of topics typically accepted. Submission: access the Proposal Submission Form at: <http://acres-sped.org/conference>, then insert the information and send the document by email to the Conference Program Co-Chair: Jack Mayhew at jmayhew@weber.edu
2. Confirmation: Conference Program Co-Chair will send an email to confirm receipt
3. Deadlines: ALL proposals MUST be submitted directly to the Conference Program Co Chair **no later than NOVEMBER 30 at midnight.**

Proposal Submission Form Components

- I. Presentation Title: **15 words maximum**
- II. Presenter(s) Name(s) and Affiliation(s): do NOT include degree designators)
- III. Presentation Abstract: **50 words maximum**
- IV. Conference Strand: one (1) topic that is the focus of the session
- V. Type of Session: method of delivery (lecture, poster, roundtable, etc.)
- VI. Focus Audience: one (1) target group most interested in topic of session
- VII. Equipment: technology provided by the conference/supplied by presenters
- VIII. Commitment to Attend Conference: presenters and co-presenters are required to register/pay for names to appear in program and proceedings
- IX. Principal Presenter: name and contact information
Co-principal Presenter(s): name and contact information
- X. Proposal Narrative: attachment submitted as Word file with 700 words or less (NO identifying information) addressing: Title; Abstract; Session Overview; Empirical or Theoretical Base; Rural Focus; Practical Applications.

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.
- Presenters are encouraged to write an ORIGINAL paper for publication in the **conference proceedings** document. Directions will be provided for preparing and formatting the paper after the proposal is accepted. Papers are limited to 8 single spaced pages and are **due by JANUARY 15.**
- 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.