**CEC 2024 CONVENTION CALL FOR PROPOSALS**

**San Antonio, TX**

**March 13-16, 2024**

**Submission Deadline – June 5, 2023**

**(11:59 AM EST)**

**2024 Single Presenter Submission Guide:
Poster, Data Blitz, Concurrent, and Collaborative Presentations**

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| **To be considered for the 2024 Program, all participants of each submission must consent to and comply with the following CEC Policies:** |
| Submissions are welcomed for Single Presenter submissions for Poster, Data Blitz, Concurrent, and Collaborative sessions.* Accepted proposals will be slotted as one of these formats by the Program Advisory Committee (PAC), based on the content of the presentation and how it might complement, align, or combine with others (i.e., a collaborative session) to create a dynamic education program for 2024 convention attendees. Please carefully consider the *content* of your presentation and which presentation formats could work well to deliver the information. A limited number of slots for each session format will be available. The chances of having your proposal accepted increases substantially by selecting *all* of the available format options so that the PAC members have the option to incorporate your presentation into the program in a variety of ways.
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| * Presentation formats available for presentations focused on **research:**
	+ *Poster Session*: An opportunity to share research and results in a visual presentation with an opportunity for attendees to ask follow-up questions of the presenter. Presenter(s) must: (1) prepare a poster exhibit of high quality that can stand alone in conveying information, and (2) attend the entire poster session and address questions from attendees. Posters are 45 minutes long, presented in-person only.
	+ *Data Blitz Session*: An opportunity to share research and results as part of a series of short presentations in a 5-minute, rapid-fire format on research topics spanning the field. Submissions will be reviewed and grouped by the Program Co-Chairs into 1-hour sessions with up to 10 presenters. This format is available for in-person only.
	+ *Collaborative Session*: This format is available for proposals with content focused on practice-based strategies or research-to-practice. Selection of this format type indicates your willingness to present as part of a 1-hour session, joining other presenters with similar topics. Presenters will collaborate to create a cohesive session with a single title, abstract, and participant outcomes.
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| * Presentation formats available for presentations focused on **practice:**
	+ *Concurrent Session*: This format is available for proposals with content focused on practice-based strategies or research-to-practice. These sessions are 1 hour long. Note: The number of available slots for single presenter concurrent sessions are very limited. (Research in progress will not be accepted as a concurrent session.)
	+ *Collaborative Session*: This format is available for proposals with content focused on practice-based strategies or research-to-practice. Selection of this format type indicates your willingness to present as part of a 1-hour session, joining other presenters with similar topics. Presenters will collaborate to create a cohesive session with a single title, abstract, and participant outcomes.
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| * A presenter may submit two (2) submissions as a Single Presenter. Presenters may also be listed as a presenter on one (1) Deep Dive submission and up to two (2) additional Group Presentation submissions.
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| * A presenter does not have to be a CEC member to present.
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| * All presenters must pay registration to present either in-person or virtual. In-person registration also includes registration for the virtual convention.
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| **NOTE:** Research proposals must have implementation strategies. |

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| **Submit your proposal here:** <https://councilforexceptionalchildren.submittable.com/submit/7f6bbbad-875b-4203-9812-4a87df751d89/cec-2024-single-presenter-proposal-submissions> |

#### IMPORTANT NOTES:

Please be sure to review all the information and instructions regarding proposal submission prior to completing the online proposal form. It is helpful to develop your proposal description and review it carefully prior to beginning the online form.

In alignment with its core values – especially inclusiveness – the Council for Exceptional Children (CEC) is committed to embracing the diversity of beliefs and characteristics of our members and field. We strongly encourage CEC views diversity to include race, ethnicity, culture, language, age, (dis)abilities, family status/composition, gender identity and expression, sexual orientation, socioeconomic status, religious and spiritual values, geographic location, country of origin and professional role. Learn more about [CEC's commitment to diversity](https://exceptionalchildren.org/about-us/our-values).

Accepted proposals will be slotted in a session format by the Program Advisory Committee (PAC), based on the content of the presentation and how it might complement, align, or combine with others (i.e., a collaborative session) to create a dynamic education program for 2024 convention attendees. Please carefully consider the *content* of your presentation and which presentation formats could work well to deliver the information. A limited number of slots for each session format will be available. The chances of having your proposal accepted increase substantially by selecting *all* the available format options so that the PAC members have the option to incorporate your presentation into the program in a variety of ways.

Proposals that promote commercially available products, services, or programs will not be accepted. The venue for commercially available products is an Exhibitor Showcase Session. Please visit our [Exhibitors & Sponsors page](https://cecconvention.org/convention/2024) after June 30, 2023, for information on exhibitor showcase sessions.

**Information Needed for Single Presenter Submissions**

Use this form to gather all the necessary information for submitting a Single Presenter submission for consideration for the 2024 CEC Convention and Expo. We recommend collecting the below information before submitting your proposal. You will be able to copy and paste your information into the submission portal. Submissions will be accepted through June 5, 2023 at 11:59 AM EST.

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|  | Presenter’s name (First & Last)\**If your proposal is accepted, you will be able to add a short bio and upload a headshot to the program platform before the convention.* |  |
|  | Presenter’s email\* |  |
|  | Presenter’s title & organization\**Please list your professional title and organization (i.e. Founder, Council for Exceptional Children or Associate Professor, Teachers College, Columbia University)* |  |
|  | Presentation Focus\**By selecting a focus type, you affirm that over* ***75% of the content*** *you are presenting will be focused on the selected "category." This selection is essential for determining the appropriate presentation type and ensuring your content reaches its intended audience.* | Select* Research and/or data collection
* Practice (strategies and application for practitioners) **(skip to #6)**
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|  | Presentation Format (**for presentations focused on research)***Four presentation formats are available in this Single Presenter call for presentations focused on research. Select the formats that are appropriate for the delivery of the content and the participant outcomes of your proposal. You may select all types. Selecting multiple formats will allow for the greatest opportunity for your proposal to be incorporated into convention programming.* | You may select all four types. *Selecting multiple formats will allow for the greatest opportunity for your proposal to be incorporated into convention programming.** Poster Session: An opportunity to share research and results in a visual presentation with an opportunity for attendees to ask follow-up questions of the presenter.
* Data Blitz Session: An opportunity to share research and results as part of a series of short presentations in a 5-minute, rapid-fire format on research topics spanning the field. Submissions will be reviewed and grouped by the PAC into 1-hour sessions with up to 10 presenters.
* Collaborative Session: This format is available for proposals with content focused on practice-based strategies or research-to-practice. Selection of this format type indicates your willingness to present as part of a 1-hour session, joining other presenters with similar topics. Presenters will collaborate to create a cohesive session with a single title, abstract, and participant outcomes.
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|  | Presentation Format (**for presentations focused on practice**)*Two presentation formats are available in this Single Presenter call for presentations focused on practice. Select the formats that are appropriate for the delivery of the content and the learner outcomes of your proposal. You may select both types. Selecting multiple formats will allow for the greatest opportunity for your proposal to be incorporated into convention programming.* | You may select both types. *Selecting multiple formats will allow for the greatest opportunity for your proposal to be incorporated into convention programming.** *Concurrent Session*: This format is available for proposals with content focused on practice-based strategies. These sessions are 1 hour long. Note: The number of available slots for single presenter concurrent sessions are very limited.
* *Collaborative Session*: This format is available for proposals with content focused on practice-based strategies or research-to-practice. Selection of this format type indicates your willingness to present as part of a 1-hour session, joining other presenters with similar topics. Presenters will collaborate to create a cohesive session with a single title, abstract, and participant outcomes.
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|  | Title of Presentation\* *(limit to 10 words)* |  |
|  | Presentation Abstract\* *(limit to 50 words)**This should be a summary of your presentation. This information will be listed in the program and is subject to edits by CEC.* **SPECIAL NOTE**: Each proposal is reviewed without proposer identification. Your proposal abstract and description should not contain any identifying information. Proposals containing any identifying information will be removed from consideration. Do not use abbreviations or acronyms. |  |
|  | Presentation Rationale\* *(limit to 250 words)** Why is this topic important to the field?
* What are the ideas and goals of the presentation?
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|  | Presentation's Usefulness to Practitioners\* *(limit to 200 words)** How does the information presented in the session translate to improved practice and student performance?
* What are at least 3 strategies from your presentation that could be implemented immediately by practitioners in the field?
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|  | Presentation's Relevance to Learners, Families, and/or Educators of Diverse Groups\* *(i.e., culture, gender, language, race/ethnicity, religion, sexual orientation, socioeconomic status, families and/or educators with disabilities, other. Limit to 200 words)*Explain: * How does this proposal improve the knowledge and educational outcomes of diverse populations?
* How does this proposal benefit historically marginalized groups?
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|  | Presentation Category of Evidence of the Effectiveness of the Practice or Content to be presented\* *(limit to 250 words)*Membership of CEC are keenly aware that evidence-based practices are required to be used in special education with students with disabilities. While term evidence-based typically refers to results from experimental and single-subject studies with quantitative results demonstrating the effectiveness of an intervention, CEC is pursuing a broader conceptualization of the term evidence of effectiveness to include policy practices and practitioner sources of evidence. The submission should indicate the category of evidence within which the intervention/practice falls: (1) Practitioner Evidence; (2) Research from Quantitative, Qualitative, or Mixed Methods studies; or (3) Policy. Please explain how your submission meets the guidelines specified below.1. Practitioner Evidence: Describe each of the following types of practitioner evidence.
* A summary of the theory or published research that provides a basis for the principles upon which the intervention/practice was used in practice.
* Individual, classroom, or school data on student learning that suggests the effectiveness of the intervention/practice. Examples of practitioner evidence on student learning include, but are not limited to, curriculum-based measurement, rubric scores, course grades, criterion-referenced measures, and behavioral observations. Data are stronger if they include pre-/post- testing or baseline/intervention data than if information is collected only on a post- intervention basis. Data on multiple participants/students strengthens the evidence but reports that include data on only one participant will be considered.
* Information on consumer feedback or data from other social validity measures on an intervention can include student ratings, parent/family evaluations, and employer surveys.
1. Research: Describe the design used to assess the efficacy of the intervention from Quantitative (randomized control trial, quasi-experimental study, single- subject design); Qualitative, or Mixed Methods approaches and describe the study using these sections.
* A summary of the research literature that served as a foundation for the study.
* Research questions.
* Research design consistent with quality indicators for this methodology, including description of participants, measures, intervention duration, etc.
* If this research is empirical, describe the total number of studies and total sample across all studies. What are the strengths and limitations of your sample for answering your research question (e.g., in size, demographics, diversity)?
* Results: Is all data collected? If yes, will you be able to analyze it prior to the conference? If no, please specify the following: a) Total desired sample size; b) Total number already collected; c) Total already scheduled for the future; d) Total still needed to schedule (i.e., not complete or scheduled yet); e) Estimated completion date for all data collection; f) Will you be able to analyze the data prior to the conference?
* Discussion points.
1. Policy: Describe the policy or legal basis for the issue.
* Policy papers that provide expert consensus on the nature of the issue.
* Research studies on the nature or extent of the problem (e.g., studies on disproportionality in special education, multicultural preparation of personnel).
* Persuasive argument that the issue has not received sufficient attention from researchers or practitioners and noting types of questions to be asked in future.
* Theoretical foundation for the session to stimulate new thinking about a topic (cite theory if currently described in the literature or rationale for considering modifications to existing theory).

**Please Note**: Proposals that promote commercially available products, services, or programs will not be accepted. The venue for commercially available products is an [Exhibitor Showcase Session](https://cecconvention.org/convention/2024). | Choose one:* Practitioner Evidence
* Research (from quantitative, qualitative, or mixed methods)
* Policy
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|  | Participant Outcomes\**Provide 2 to 3 participant outcomes that are appropriate for the intended audience and focus of your proposal. Be as descriptive as possible with learning objectives and/or participant outcomes. (limit to 200 words)*These outcomes should:* Complete the sentence "After this presentation, participants will be able to \_\_\_\_\_\_".
* Describe the skills, behaviors, and/or strategies participants will be able to demonstrate or implement after the presentation.
* Be considerate of medium, time, and number of presenters.
 |  |
|  | Strand Themes for the 2024 convention (select if your proposal address one or both themes)*Separate from the list of topical categories, you may select two overarching areas of focus that will be emphasized throughout the education program for the 2024 convention (select if your proposal addresses one or both themes). If your proposal directly relates to either of these themes, please indicate that here. Otherwise, please proceed to the next question to indicate the topical categories your proposal most closely aligns with.* | Select if your proposal addresses one or both themes:* Inclusive Leadership for Building Level Administrators and Principals
* Mental Health
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|  | Topic Areas*Begin typing the topic area to see a shortened list. Selection of topic areas is extremely important to ensure that your proposal is directed to reviewers qualified to make the most appropriate evaluation of its merits. Submitters may select a maximum of three topic areas that relate to their proposed session (but no more than one is necessary), and the proposal will be reviewed for relevancy and merit by a subject matter expert from each topical category selected in this section. Topic areas will also be considered by the Program Chairs and Program Advisory Committee in developing a balanced convention program.*  | Choose up to three topics: * Accountability Systems (IDEA/ESSA) for Children and Youth with Disabilities
* Administration/Supervision (including recruitment and retention of special education and early childhood professionals)
* Arts in Special Education
* Assessment (including assessments for accountability (IDEA/ESSA), diagnosis, eligibility, and program planning)
* Autism Spectrum Disorder/Intellectual Disability
* Career Development/Transition
* Collaboration and Inclusive Practices (including models for co-teaching and other methods for providing access to the general education curriculum and classroom)
* Communicative Disabilities and Deaf/Hard of Hearing
* Complex and Chronic Conditions: Physical/Health/Multiple Disabilities
* Cultural and/or Linguistic Diversity (including culture, language, race/ethnicity, religion, sexual orientation, socioeconomic status, disability, families and/or educators with disabilities)
* Early Childhood and Early Intervention
* Emotional and Behavioral Health (including behavior management)
* Gifted and Talented
* International Programs/Services
* Leaders and Legacy
* Learning Disabilities (including instructional strategies for students “at risk” or with learning disabilities)
* Maltreatment
* Measuring Special Education Teacher Effectiveness (including High-Leverage Practices)
* Multi-Tiered System of Support (MTSS)
* Parent/Family/School Partnerships
* Personnel Preparation (including High-Leverage Practices)
* Research
* STEM (instructional strategies for learning in science, math, and technical subjects)
* Technology in Special Education and Early Intervention (including Adaptive and Assistive Technology)
* Visual Impairments and Deafblindness
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|  | Who are the primary target audiences of this presentation?\* | You may select up to two target audiences for this presentation: * Special Educators
* General Educators
* Paraeducators
* Pre-service or early career educators (in years 0-3 of teaching)
* Administrators/Supervisors
* Parents/Family Members
* Related Service Professionals (please specify)
	+ Mental health professionals (including school counselors and psychologists)
	+ Occupational therapists
	+ Physical therapists
	+ Speech-language pathologists
	+ Other (please specify)
* Researchers
* Teacher Educators/College or University Faculty
* Other (please specify)
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|  | Which grade/age level(s) is the intended audience working with?\**If the intended audience is working with two or more grade levels (including as a site or district administrator), please select "multiple levels".*  | Choose one: * Multiple grade/age levels
* Early intervention (ages 0-3)
* Early childhood (ages 0-5)
* Elementary school (grades K-5)
* Middle school (grades 6-8)
* Secondary/high school (grades 9-12)
* College/university students in training to become educators
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|  | Presentation Familiarity Level\**Please identify the presentation’s “familiarity level”—that is, how comfortable would your target audience need to be with this topic to gain the most out of your session?* | Choose one: * Introductory – intended for those not familiar or vaguely familiar with the topic
* Intermediate – intended for those somewhat familiar with the topic
* Advanced – intended for those very familiar with the topic
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**Additional Information**

The CEC 2024 Convention & Expo will be an in-person/face-to-face and virtual conventions. Please indicate your availability to present your session and in which format(s).

The format and dates of the virtual convention are still being confirmed. If you indicated your interest in presenting during either the virtual convention only OR during both the virtual and in-person conventions, you will be contacted as soon as more information on the virtual programming is available.

We will be unable to accommodate changes to presentation availability once the decision process begins in late August due to the challenges of scheduling sessions. If an extenuating circumstance requires you to make a change, please alert convention@exceptionalchildren.org to discuss.

Availability to Present

The CEC 2024 Convention & Expo will be in-person/face-to-face and virtual. Please indicate your availability to present your session:

* In-Person Only – I am only interested in presenting in-person at the convention sometime between March 13-16, 2024.
* Both In-Person and Virtual – I am interested to present in-person, March 13-16, 2024, as well as during the virtual convention (dates/format TBD).
* Virtual Only – I am only interested in presenting during the virtual convention (dates/format TBD).
* Submission Limit Policy
* Presenters may submit up to two (2) submissions as a Single Presenter.
* Presenters may also be listed as a presenter on up to two (2) Group Presentation submissions one (1) Research-to-Practice Deep Dive submission.
* Should any submitter be found noncompliant with this policy, all associated submissions will be disqualified.
* Program Content Policies
* Presenters understand and agree that their proposal does not promote commercially available products, services, or programs. The venue for commercially available products is an [Exhibitor Showcase Session](https://cecconvention.org/convention/2024).
* Presenters understand and agree that professional program content (online, mobile app, or promotional material) may contain their session title and abstract as edited by CEC staff.
* Registration Policies
* All presenters for accepted proposals agree to register and pay for the convention by October 10, 2023.
* Any presenter who fails to register by this date will have their information will be removed from all convention programming.
* Registration for the in-person convention also includes registration for the virtual convention. If your presentation is scheduled only as a virtual session during the virtual convention, you will only be required to register for the virtual convention component.

Are you prepared to finalize and officially submit your proposal? Please make sure to take a few minutes to review your proposal prior to completing your submission by June 5, 2023 at 11:59 AM EST.

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| **Submit your proposal here:** <https://councilforexceptionalchildren.submittable.com/submit/7f6bbbad-875b-4203-9812-4a87df751d89/cec-2024-single-presenter-proposal-submissions> |

You’ll need to create a Submittable account or log in to your existing account to begin the submission process. You can save your submission and return to it later by using the "Save Draft" button at the bottom of the form. You'll need to log in to your Submittable account again to view your saved drafts.

Be sure to hit the "Submit" button before June 5 at 11:59 AM EST!