



CEC 2020 Convention & Expo Call for Proposals Convention Add-On Workshop Submission Overview

Thank you for your interest in presenting a convention add-on workshop at the CEC 2020 Convention & Expo in Portland, OR!

This submission overview is only for CEC 2020 Add-On Workshops--either half-day (3 hour) or full-day (6 hour) workshops, presented on either Wednesday, Feb. 5 or Saturday, Feb. 8, 2020.

What's the difference between an Add-On Workshop, a concurrent session, and a poster session?

Add-On Workshops are half-day (3 hour) or full-day (6 hour) workshops that provide an intensive, interactive experience for attendees on a particular topic. Add-On Workshops require attendees to pay an additional registration fee.

A concurrent session is a one-hour session, presented in one of the following formats: Presentation with Q&A, Demonstration, Panel, Multi-Presentation Session, or Town Hall. A poster session is a 45-minute session with a display of your poster, with you on-site to answer questions. Concurrent sessions and poster sessions are included in attendees' convention registration.

If you are looking to submit a proposal for a one-hour session or a poster, please visit www.cecconvention.org. For more information regarding all proposal submissions, please see the CEC 2020 Convention Call for Proposals Guidelines available on the convention site.

To ensure that we have the information necessary to select these workshops and finalize accurate descriptions of those offerings in future marketing and convention materials, you will be asked to provide the information outlined on the following page about your proposed workshop using this online submission form. **All proposal submitters must provide information on their proposed workshops via the online submission form to be considered.**

Note: If you begin but do not complete your submission, you may be unable to access your previously started submission. We suggest that you prepare all necessary information outlined in the Add-On Workshop Submission Overview before beginning your submission(s).

Thank you in advance for providing as much detailed information as possible by **no later than Friday, March 15, 2019.**

If you have questions, please contact profdev@cec.sped.org. We look forward to receiving your submission!



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The information you will be asked to provide in the online submission form includes the following:

- Presenter Information
 - Lead presenter name
 - Lead presenter e-mail address:
 - Lead presenter phone number:
 - Lead presenter mailing address:
 - Lead presenter's professional affiliation/organization:
 - Lead presenter's bio (approximately 50-100 words): 1
 - Will there be a co-presenter(s) for this workshop?
 - Co-presenter's name:
 - Co-presenter's email address:
 - Co-presenter's professional affiliation/organization:
- Workshop Description
 - Proposed workshop title (up to 12 words):
 - Description of proposed workshop/Abstract (Approximately 50-100 words):
 - Proposed length of workshop:
 - Half-day workshop (3 hours)
 - Full-day workshop (6 hours, plus one-hour lunch break)
- Learner Outcomes
 - 3-4 participant outcomes that complete the sentence "At the end of this workshop, participants will be able to..."
- Topic Areas and Audience
 - Primary topic area
 - Secondary topic area (if applicable):
 - Target audience(s) for proposed workshop
- Additional Information
 - Rationale and relevance of proposed workshop to the field of special education.
 - Specific content that will be presented and evidence of effectiveness supporting that content (up to 300 words)
 - Previous presentations of workshop/content
 - Format of presentation (CEC or other convention session, webinar, etc.)
 - Year of presentation
- Confirmation of presenter availability
 - Wednesday, Feb. 5, 2020
 - Saturday, Feb. 8, 2020