



### PRESENTATION PROPOSAL FORM

#### Guidelines for *WHY NOT!!!* Conference Presentations

- Remember: **Nothing About Us Without Us!** Your team should include at least one presenter who has a developmental disability and can share their insight and perspective on your topic.
- Each session is 1 hour long. Your presentations should be approximately 45-50 minutes, which will allow time to answer questions from the audience.
- Know your audience! Many attendees prefer a multimedia approach to learning. Use pictures, video, music, games, and other activities and materials. Avoid using Powerpoint presentations that have lots of words, but if there are some words, please be prepared to read them for your audience.
- Plan for 40-50 people in each session. Please plan accordingly if you are bringing any handouts that you want to share.
- Be clear about your AV needs! We have a limited number of LCD projectors to share. Let us know if you can bring your own.

**Presenter Proposals  
Are Due  
Friday, September 29<sup>th</sup>**

NAME OF PRESENTATION: <i>(short and "catchy" names are great!)</i>		
Has anyone on your team presented at one of RI's SA Conferences in the past? <input type="radio"/> YES <input type="radio"/> NO		
Contact Person:		
SA Group or other Affiliation:		
Address:		
City:	State:	Zip:
Phone:		
E-mail:		

**WHO IS ON YOUR TEAM OF PRESENTERS?** *(These people will be presenting at the conference if your proposal is accepted).*

**This is NOT a registration form! Presenters who would like to attend the full conference day must register.** Attendees who are also presenting are eligible for a reduced rate of \$20/person. A maximum of 4 individuals from each presentation team may register using the reduced rate. List presenters below and indicate who will be registering at the reduced rate for the Conference Day. We will notify the contact person listed for your presentation by October 5th.

NAME OF PRESENTERS	WILL REGISTER	PRESENT ONLY
Name:	<input type="checkbox"/>	<input type="checkbox"/>
Name:	<input type="checkbox"/>	<input type="checkbox"/>
Name:	<input type="checkbox"/>	<input type="checkbox"/>
Name:	<input type="checkbox"/>	<input type="checkbox"/>

### WHAT IS YOUR PRESENTATION ABOUT?

Describe your presentation in 3-5 short sentences using simple, easy to understand, people-first language. What will a person who comes to your presentation learn? There will be 6 presentations taking place at the same time. Your description will help conference attendees decide which session they want to go to. **Contact us if you would like some assistance writing this.**

### MULTIMEDIA MATERIALS, INTERACTIVE ACTIVITIES, AUDIENCE PARTICIPATION AND MORE!

What can attendees expect if they attend your session. For example: will you show a video or a Power Point, play music, teach dancing, share a craft project, or play a game? Do you need the room set up a specific way for any of this? The more details you can share, the better! Your answers will help individuals decide which sessions they want to attend, and help us with planning.

### AUDIO VIDEO EQUIPMENT AND ROOM SET-UP

Check any AV equipment you plan to use during your presentation, and whether or not you are able to bring your own. Each room will have a microphone and head table for presenters. Rooms are set-up theater-style, with rows of chairs facing front.

LCD Projector  Screen  Speakers  DVD Player  Flipchart  Other:

Check here if you are able to bring your own AV Equipment  Check to confirm theater-style set-up

If you need the room set up differently than theater style, let us know.

### CHECK ALL OF THE TIMES THAT YOU ARE AVAILABLE TO PRESENT

11:00 AM - 12:00 PM

1:45 PM - 2:45 PM

3:00 PM - 4:00 PM

>>> **PROPOSALS ARE DUE BY** <<<  
**Friday, September 29th**

**MAIL TO:**  
Advocates in Action RI  
Box 41528  
Providence RI 02940-1528

**E-MAIL:**  
[conference@advocatesinaction.org](mailto:conference@advocatesinaction.org)



**Contact Us With Any Questions**

Phone: **877-532-5543**

E-mail: **[conference@advocatesinaction.org](mailto:conference@advocatesinaction.org)**



Visit [www.AdvocatesinAction.org](http://www.AdvocatesinAction.org)  
for conference news, registration  
materials and other updates

**Why NOT???** is hosted by Advocates in Action RI with support from the RI Department of BHDDH & this year's sponsors.

**Thank You! Together We're Making a Difference!**