

2019 Call for Proposals

Thank you for your interest in submitting a proposal for DEC 2019, the 35th Annual International Conference on Young Children with Special Needs and Their Families. The theme is **Dreaming of a Bigger Tomorrow: Building Our Future Through Collaboration and Partnerships**. Please read the following information and keep these details in mind as you write your proposal.

IMPORTANT DATES:

January 31, 2019	Due Date for All Conference Proposals (online system closes at 11:59 p.m. MST) Late proposals will NOT be considered.
Mid May, 2019	Notification of Acceptance (notice via e-mail to Lead Presenter only)
May 31, 2019	Due Date for Presentation Confirmation by Lead Presenter
June 1, 2019	Due Date for Presenter Registration (Lead and ALL co-presenters must register for conference) You will receive a registration discount code once you have confirmed your session. Lead presenters must share the code with their co-presenters. However, the discount is only available to presenters who register by June 1, 2019.

GENERAL INSTRUCTIONS FOR SUBMISSION:

Proposals **must be submitted online**. A peer-review process is used to determine the final presentations. You are encouraged to complete, edit, and revise your proposal offline before submitting through the automated proposal system located at...

www.deconference.org

Technical assistance is provided via e-mail at conference@dec-sped.org

Communication

- E-mail addresses used in proposal submissions must be valid through the end of the conference in October. This is how DEC communicates with presenters. If an e-mail address is invalid, you will not receive information regarding the status of proposals.
 - After submitting a proposal, you will receive a **confirmation** notification with the following message: "Your proposal has been successfully submitted. You will not be able to make changes to the proposal."
- Proposal submitters will receive notification of their acceptance or rejection status via email. Accepted presenters will be **required** to complete and sign a **presenter agreement** describing the details of their session before they will be confirmed as a DEC 2019 session.

Presenters and Proposals

- *Individuals may only be listed as presenters if they will be physically present at the conference and presenting their material.*
- Individuals can only appear as the **lead presenter** on one session for each presentation type (breakout presentation vs poster presentation). However, a lead presenter may appear as a **co-presenter** on other proposals.
- Proposals may only be **submitted once** (not).
- Additional points will be given to proposals that:
 - include a first-time presenter, family member, or international presenter (maximum 1 point)
 - addresses the conference theme (1 point)

OSEP LEVEL 2 CONNECTION

The Division for Early Childhood highlights sessions that include an OSEP connection. OSEP Level 2 connection sessions include projects funded by the Office of Special Education Programs. Proposers will be asked to identify if their proposal includes an OSEP Level 2 connection and, if so, to provide their OSEP grant number to be verified by the Office of Special Education Programs.

QUESTIONS?

DEC staff members are available to answer your questions and assist you throughout the proposal submission process. Please contact us at conference@dec-sped.org if you have any questions about submitting your proposal, the online submission process, or if you would like to know more about how the DEC proposals are reviewed.



The following pages contain information designed to help you can write a strong proposal.

SUBMISSION DETAILS

Title	Avoid beginning your session title with article adjectives. (e.g. "a", "an", "the"; 12 word limit)
Abstract	A brief overview of the session, or workshop you are proposing. This will be used in the online conference program (50-word limit)
DEC Recommended Practices	Identify two to three DEC Recommended Practices that will be addressed during the session. DEC Recommended Practices may be found at http://www.dec-sped.org/recommendedpractices . Please be prepared to identify the DEC Recommended Practices by topic area: Assessment (A), Environment (E), Family (F), Instruction (INS), Interaction (INT), Leadership (L), Teaming and Collaboration (TC), Transition (TR), AND number (e.g. Assessment No. 3 would be A3).
Description	<p>The description must:</p> <ol style="list-style-type: none"> 1. Include clearly stated objectives. 2. Describe how it aligns to the DEC RPs previously selected. 3. Include tie(s) to current research. 4. Lead to productive outcomes for young children and their families across the spectrum of diversity (ability, cultural, linguistic, religion, sexual orientation, socioeconomic status, among others). 5. Identify participant outcomes by describing the impact on participants in terms of the selected DEC RPs. <p>One additional competitive priority point will be given to proposals that address the conference theme. (500-word limit)</p>

SESSION TYPES

Conference Sessions	15–18 concurrent conference sessions are offered during each time slot. Length of session (60- or 90-minutes) is determined by the Program Committee (maximum of six presenters).
Poster Sessions	Posters are offered during a 60-minute period. Each poster is displayed on a 4' x 8' board with presenters available for discussion.
Student Poster Sessions	Student posters must be submitted by individual(s) currently enrolled in a graduate- or undergraduate-level program. Faculty advisors may be listed as a co-presenter.
Preconference Workshops	Workshop topics must be highly relevant to the early intervention/early childhood special education audience and/or address this year's hot topic. (3 hours)
Ignite	Ignite sessions offer participants the opportunity to hear from several presenters on a specific topic related to the DEC Recommended Practices. Each presenter shares their information using less than 20 slides, which advance every 15 seconds resulting in a fast and informative five-minute-long presentation. The individual presentations are followed by at least 25 minutes of group discussion facilitated by the group's lead presenter. We are encouraging groups of presenters from across disciplines, roles, and settings to work together to create a special Ignite session.

FOCUS YOUR PROPOSAL

Target Audience	The DEC Conference attracts a diverse group of attendees, and we seek proposals that are specifically targeted to these five groups: administrators, faculty, families, teachers, practitioners, and researchers.
Content Level	To ensure a well-rounded program and provide content that appeals to new attendees as well as those who have a sophisticated understanding of early intervention/early childhood special education, each proposal must identify the level of content provided: introductory, intermediate, or advanced.
Age Level	The DEC Conference seeks proposals addressing the age range from infancy through age 8.

CONFERENCE STRANDS

Family and Practitioner Collaboration	This strand emphasizes approaches, processes, and resources that promote family-guided interventions inclusive of family-centered practices, family capacity-building practices, and family and professional collaboration. Practitioners build trusting and respectful partnerships with families. These practices include consultation, coaching, and other approaches used to enhance the skills and abilities of family members to work together to achieve mutually agreed upon goals and outcomes that promote child and family competencies. DEC Recommended Practices include engaging families in opportunities that support and strengthen parenting knowledge and skills in ways tailored to family preferences.
By Practitioners for Practitioners	The purpose of this strand is for current practitioners to share content, approaches, models, and interventions that demonstrate how the DEC Recommended Practices are utilized by practitioners in the field of early childhood and early childhood special education. Proposals in this strand should include detailed descriptions of the work, as well as outcomes data that validates its impact for families and young children.
Policy	This strand emphasizes content, methods, or approaches that address systems-level issues, systems change, legislative mandates, policy development or the implications of policy for practice, and program administration and management related to young children with disabilities and their families from a variety of backgrounds (cultural, linguistic, socioeconomic, religious, ethnic, immigrant status, among others). Sessions may address DEC Recommended Practices across practices.
Practice	This strand emphasizes approaches, models, and interventions linked to improved outcomes for young children and their families. Proposals addressing evidence of DEC Recommended Practices that are designed to plan, revise, and evaluate intervention effectiveness are encouraged. Included in this strand are curriculum models and instructional approaches that support the implementation of the DEC Recommended Practices, specifically in community-based inclusive environments. Also included in this strand are recommended assessment practices that reflect culturally and linguistically responsive approaches to information gathering that are appropriate for the child's age and level of development and include family for decisions around eligibility, ongoing assessment of learning targets, and program planning.
Professional Development	This strand emphasizes approaches, models, and interventions used to support the understanding and implementation of DEC Recommended Practices. Included in this strand are a wide range of facilitated learning opportunities in community-based inclusive settings (including the home) resulting in positive outcomes for families and young children of diverse abilities and backgrounds.
Research	This strand emphasizes research addressing a wide range of early childhood topics. Proposals should include detailed descriptions of participants; research questions; rigorous quantitative, qualitative, or mixed methodology description; relevant findings and anticipated outcomes; and implications for use of DEC Recommended Practices. Also included in this strand are evaluations that include descriptions of the collection, synthesis, and interpretation of information aimed toward community or individual programs.