

Anyone may submit a proposal to the NYS ATSA/NYS Alliance Conference Committee. The information to follow will help you submit a complete and thorough proposal. **Please take the time to read each item before completing the proposal form. Due to state CEU requirements, all submissions MUST include all requested information to be considered.** You must submit one form per workshop submission.

**Types of Programs:**

**Workshop (90 minutes):** Workshop/interactive format; didactic overview with experiential exercises, demonstration, etc.

**Poster Sessions:** May be submitted individually or as a group of three related presentations. Authors present their papers using a visual medium with key excerpts from the papers. This is a great opportunity for students.

**Submission Information: Please be clear and concise in all aspects of your proposal**

- Complete each item on the proposal form, following the directions provided. The primary presenter is the contact person and is responsible for notifying all co-presenters of acceptance, rejection, scheduling and any other info provided by NYS ATSA/ NYS Alliance.
- The Conference Committee will review all programs and decisions will be based on quality, clarity, and relationship to the conference theme and content applicability. *The deadline for proposal submissions is December 1, 2022. Notifications of acceptance will be made by January 11, 2022.*
- The identified lead presenter will receive a \$75 discount off the full conference registration rate. This is not transferrable or applicable to any conference event fees other than registration.
- Presenters are responsible for all travel, hotel, food, and other expenses.
- **Speakers are required to bring their own laptop.** A LED projector will be set up in each room. Other AV needs should be specifically outlined in the proposal. Presenters are responsible for all data connection cords used for connecting your personal electronic device/devices (such as MAC laptops) to any equipment we make available to you. Our projectors are all PC compatible. Internet access is available to all presenters free of charge! Please specify below if you will need internet access for your presentation.
- Presenters are responsible for their own handouts and may request a number of registrants prior to the event. NYS ATSA/NYS Alliance reserves the right to make available any PowerPoint or other material on our website during and after the event.
- Presentations will be considered on the basis of their relevance to the conference theme and contribution to the profession. Presentations designed to market any specific vendor or item will not be considered. Vendors are encouraged to speak directly with our conference planners about available sponsorship or exhibition opportunities.
- We suggest that you print and save a copy of your completed submission form for your records.

## Paper/ Workshop Proposal Fact Sheet

Due to state CEU requirements, all submissions **MUST** include the following supporting information to be considered.

**Title of Presentation:** \_\_\_\_\_

**Presentation Type (Select One):** Poster  90 Min Presentation

**Presentation Focus (Check All That Apply):** Adult  Juvenile  Prevention   
Treatment/ Management  Research

**Other:** \_\_\_\_\_

**Skill Level (Select One):** Intro  Intermediate  Advanced

### PRIMARY PRESENTER

**Name:** \_\_\_\_\_

**Designations:** \_\_\_\_\_  
(Please include all appropriate degrees, including University, and certifications)

**Title and License number:** \_\_\_\_\_

**Professional Listing:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

### ADDITIONAL PRESENTERS

**Name:** \_\_\_\_\_

**Designations:** \_\_\_\_\_  
(Please include all appropriate degrees, including University, and certifications)

**Title and License number:** \_\_\_\_\_

**Professional Listing:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

***Please attach this fact sheet to your summary material.***

## **Summary of Presentation**

*Due to state CEU requirements, all submissions **MUST** include the following supporting information to be considered.*

1. **Abstract:** 500-700 word abstract of your proposed presentation
2. **Topic:**
  - a. Focus of presentation
  - b. How presentation relates to conference topic
  - c. Identify presentation as adult, juvenile, prevention, clinical, theoretical, research-based, etc.
  - d. Five (5) current/recent references of published work on the topic for a reading list
3. **Bio and Resume or CV for All Presenters:** A short (4-6 line ONLY) biographical statement and a current resume or CV (five pages max) must be included for all presenters.
4. **Learning Goals:**
  - a. Three (3) measurable learning objectives
  - b. Ten (10) true/false or multiple-choice questions participants will be able to answer following your presentation

## **DEADLINE FOR SUBMISSION: December 1, 2022**

*Please attach the proposal fact sheet to your supporting information and summary.*

**Proposals may be submitted to:**

[conference@nysalliance.com](mailto:conference@nysalliance.com)

*One PDF with all information is preferred for digital submissions.*

*or*

NYS ATSA/NYS Alliance Conference

Attn: Shelley Strait

16 West State Street

P.O. Box 723 Sherburne, NY 13460

**Submissions must be postmarked by December 1, 2022**