

## CALL FOR PROPOSALS

2024 IDA-Upper Midwest Branch Conference  
April 27, 2024 **IN-PERSON IN MINNESOTA**  
May 6-July 3, 2024 **ONLINE**  
Call for Proposals closes January 15, 2024



## Call For Proposal &

## Conference Information

IDA-Upper Midwest Branch  
50<sup>th</sup> Annual Conference: *Forward From Fifty*

Wilder Center, St. Paul, Minnesota – In-Person Conference  
April 27, 2024

Online Conference  
May 6 – July 3, 2024

IDA-Upper Midwest Branch warmly invites you to submit a presentation proposal for our milestone 50<sup>th</sup> Annual Conference. Our goal is to share information about evidence-proven practices and current policies that enhance the efforts of professionals, parents, and all who work with dyslexia in our schools, homes, and communities.

Our one-day **in-person** conference will take place on 27 April 2024 in St. Paul, Minnesota. **Attendees of both the in-person conference and the online conference** will have access to all recorded presentations and materials for 60 days beginning on 6 May 2024.

### 2024 Proposal Time Frame

- Proposal submission window: **Now** until **15 January 2024 (deadline)**
- Notice of proposal status: *Rolling notification* from **16 January – 29 January 2024**
- Accepted proposal contract return date: **12 February 2024**

### Presentation Formats and Recording Options

- **In-person only:** Keynote and general sessions should be one-hour in length including Q&A.
- **Online pre-recorded only:** Presentations should be from one hour to one hour fifteen minutes in length. Presenters will be asked to give permission for their presentation recordings and handouts to be posted to a password-protected website for the 60-day duration of the online conference that will follow the in-person conference.
- **In-person and recorded for online:** In-person presenters will be asked whether they will also give permission for their presentation to be recorded and shared during the 60-day duration of the online conference that will follow the in-person conference.
- Single presenters, co-presenters, and panel presentations are welcome.

### If accepted for inclusion in the **in-person and/or online** conference program:

- The conference registration fee is waived for all accepted presentations. (Please note that our conference budget is limited for speaker fees, and we are grateful that most presenters choose to offer their presentations pro bono in order to support our mission. Presenters may receive modest compensation in the form of an honorarium if appropriate.)
- Out-of-area presenters for the onsite in-person conference may request compensation for travel and lodging expenses.

- Please use Part IV of the application form below if you choose to request compensation for your speaking fee and/or travel expense costs.
- By **11 March 2024 in-person recorded** and **online pre-recorded only** presenters will submit:
  - **A PDF file** of your handouts, PowerPoint, or slide deck if you wish to provide attendees with a copy. Handouts will be made available to those attending the in-person conference and posted on a secure, password-protected website for access by all conference attendees for 60 days. A link to a secure account will be provided for presenters to upload PDF files.
  - **PDF files** of handouts submitted by **in-person only** presenters will be made available only to attendees of the in-person conference.
- By **11 March 2024 online pre-recorded only** presenters will **also** submit:
  - **A recording of their presentation.** Record your presentation using PowerPoint's recording feature or another application (Zoom, WebEx, etc.). A link to a secure account will be provided to upload your recording. It will then be uploaded to a private YouTube channel and the link posted to a secure, password-protected website for access by all conference attendees for 60 days only. These recordings will not be the property of IDA-Upper Midwest Branch and will be used only to allow access to the registered conference audience.
- **Presenters may not** use any conference presentation to market products or services unless they have specifically described their session as a product presentation.

## CALL FOR PRESENTATIONS APPLICATION

### PART I

#### Session Contact Person

*The individual listed here will be responsible for sharing all information with any speakers who are participating in this session.*

Name & credentials (e.g., MS, SLP, Ph.D.):

Address: City: State: Zip Code:

Preferred phone number:

Email address:

#### Additional session presenters

Provide the name, credentials, contact information (address, phone, & email) of each additional presenter. Indicate the name of the session moderator, if appropriate:

### PART II

*If this presentation is selected, the information you provide below may be edited and will be used to market this session.*

**Session Title** (ten or fewer words):

**Name(s) of presenter(s):**

**Brief biography** (150-200 words) of presenter(s) as it will appear in conference program and continuing education documentation:

**Session abstract** (80 words or fewer) *as it will appear in the conference program and continuing education documentation.*

**Narrative description of session** (300-500 words)

*Sessions will be chosen based on the following information. Outline the topic being addressed, its significance, and an overview of the session.*

**PART III**

- Select the pre-session knowledge level: Beginner Intermediate Advanced All
- Select all persons for whom the session will be of interest: Parent Educator Advocate All Other
- Identify session format: Lecture Panel Discussion Demonstration
- Have you previously presented this session or another similar to it? YES NO

**PART IV**

Select the **statement** *or* **statements** that apply to your presentation fee and expenses.

\_\_\_\_\_ I will donate my time to IDA-Upper Midwest Branch for this session. No request for a presentation fee will be submitted.

\_\_\_\_\_ My presentation fee for this session is \$\_\_\_\_\_.

\_\_\_\_\_ I live outside the area and will submit an invoice and documentation for requested travel and lodging expenses.

**PART V**

Select and respond to the **statement** that applies to your presentation format.

\_\_\_\_\_ If chosen as a presenter for the **in-person** conference, I give permission to make a PDF version of my handout available to in-person attendees: YES NO

\_\_\_\_\_ If chosen as a presenter for the **online pre-recorded only** conference, I give permission to post a PDF version of handouts and my recorded session on the password-protected conference website for both **in-person** and **online** registered attendees to access for 60 days: YES NO

\_\_\_\_\_ If chosen as a presenter for both the **in-person** and **online** conferences, I give permission to make a PDF version of my handout available to in-person attendees and to post a PDF version of handouts and my recorded session on the password-protected conference website for all registered attendees to access for 60 days: YES NO

**Optional:** Provide any additional comments regarding your presentation below:

The deadline for submissions is **15 January 2024 by 11:59 pm.**

Email completed form to [president.umw@dyslexiaida.org](mailto:president.umw@dyslexiaida.org)

Please direct questions about your proposal or the conference : [president.umw@dyslexiaida.org](mailto:president.umw@dyslexiaida.org)

**Thank you for your submission!**