2020 Call for Proposals

Thank you for your interest in submitting a proposal for the Division for Early Childhood’s 36th Annual International Conference on Young Children with Special Needs and Their Families. Please read the following information carefully.

### Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>February 14, 2020</td>
<td>Deadline for submission of ALL Conference Proposals</td>
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<td>The online platform closes at 11:59 PM ET</td>
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<td></td>
<td>♦ Late proposals will NOT be considered.</td>
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<td>Mid May, 2020</td>
<td>Notification of Acceptance sent to LEAD Presenter only</td>
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<td>June 1, 2020</td>
<td>Deadline for Presentation Confirmation by LEAD Presenter</td>
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<td>Sessions that are not confirmed by this date will be removed from the session schedule.</td>
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<tr>
<td>June 1, 2019</td>
<td>Deadline for ALL presenters to REGISTER for conference.</td>
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### General Instructions

**NOTE:** You may be a Lead Presenter on a maximum of 2 sessions and/or posters.

#### Important Notes About Submissions:

- If your name will appear in multiple proposals, make sure the submitters format your name the same each time. Check with each co-presenter so their name matches other Proposal submissions.
- For example, Jane Doe and Jane W. Doe would be treated by the online systems as two separate presenters / sessions / materials.

#### Lead and Co-Presenters:

- Individuals may only be listed as a lead presenter or co-presenter if they will be physically present at the conference and presenting material.
- **Lead Presenters receive all proposal correspondence through the email address used when submitting the proposal(s).** Therefore, the address must be valid through the end of the conference in October, otherwise, you will not receive information regarding the status of the proposal.

Proposals are submitted using Cvent, DEC’s new online proposal platform. Since the platform is new, the first thing you will be asked to do is create a username and password. After you log in, instructions are provided within the proposal form.

Submit a Proposal
## Proposal Requirements

### Session Title

- 75 Character Limit

### Abstract/Summary For The Mobile Conference App

- 375 Character Limit | Get your audience excited about attending your session by providing a brief overview of the content - what they will learn AND its potential impact. Include details about any take-aways attendees can implement immediately, and opportunities for audience interaction.

### Session Type

- Select ONE of the following: Pre-Conference Workshop (3-hours), Conference Session (60 minutes), Conference Session (90 minutes - limited availability), Poster Session, OR Student Poster Session.

### Primary Audience

- Maximum of Two | Please try to tailor to all audiences; inclusion is key! Select up to two of the following: Administrators, Faculty, Families, Practitioners, Researchers.

### Content Level

- Select ONE of the following: Introductory, Intermediate, OR Advanced.

### Age Level

- Select ONE of the following: Birth to 2 years, Birth to 5 years, Birth to 8 years, 3 to 5 years, OR 5 to 8 years.

### Conference Strand (See the Table Below for More Information)

- Select ONE of the following: By Practitioners for Practitioners, Family and Practitioner Collaboration, International, Policy, Practice, Professional Development, OR Research.

### Two DEC Recommended Practices (RPs) To Address During The Session

- The practices may be reviewed here.

### Session Description

- Write clear, specific, and measurable objectives that clearly support the proposal content and relate to participant outcomes. (700-character limit)

- Identify how the session outcomes are immediately relevant and important for (1) young children, families and practitioners from a variety of backgrounds (e.g., considerations for culture, gender, language, race, ethnicity, sexual orientation, and abilities); AND/OR (2) professionals in the field (e.g., developmental therapist, researchers, administrators, and related services). (700-character limit)

- The proposal must identify the importance for at least one of the following: (1) Young children, families, and practitioners from a variety of backgrounds (2) Professionals in early care and education, early intervention, and special education programs. (700-character limit)

- Write a detailed description of how the content aligns to the selected DEC Recommended Practices. (700-character limit)

- Include a detailed statement(s) of the evidence base supporting the content or outcome. Citations are NOT required. (700-character limit)
Describe how the presentation is organized, including the adult learning methods that will be used to engage the audience. (700-character limit)

**More About Conference Strands**

<table>
<thead>
<tr>
<th>Strand</th>
<th>Description</th>
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<tr>
<td><strong>By Practitioners for Practitioners</strong></td>
<td>Submissions to this strand are 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.</td>
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<td><strong>Family and Practitioner Collaboration</strong></td>
<td>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.</td>
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<td><strong>International</strong></td>
<td>International submissions should reflect an international perspective in reference to higher education, research, policy, families, or practice. We encourage submissions from all disciplines working with children with special needs and disabilities ages 0-8.</td>
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<td><strong>Policy</strong></td>
<td>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).</td>
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<tr>
<td><strong>Practice</strong></td>
<td>This strand emphasizes approaches, models, and interventions linked to improved outcomes for young children and their families. Proposals must address evidence of DEC Recommended Practices that are designed to plan, revise, and evaluate intervention effectiveness. Included in this strand are curriculum models and instructional approaches specifically in community-based inclusive environments.</td>
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<tr>
<td><strong>Professional Development</strong></td>
<td>Submissions in this strand emphasize 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.</td>
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<td><strong>Research</strong></td>
<td>Proposals in this strand should include detailed descriptions of participants; research questions; a rigorous 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.</td>
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Overview of the Process (Including Student Posters)

1. Proposals are completed and submitted.
2. Proposals are assigned to a Reviewer (anonymous at all levels of the peer review).
3. Reviewers utilize the rubric to rate the proposals; an average score is auto calculated.
   a. The rubric is available to download [here](#).
4. Conference Co-Chairs set a cut-off score, review proposals above the cut-off score, and accept or decline each proposal.
5. The Lead Presenter is contacted with the proposal status and further instructions.

Questions?

DEC staff are available to answer your questions and assist you throughout the proposal submission process. Please contact us at [conference@dec-sped.org](mailto: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.