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**Apply to Present at the 2023 Minnesota State Autism Conference**

To complete an application to present at the 2023 Minnesota State Autism Conference, you will need to fill out the digital form located here: https://ausm.org/apply-to-present/

If you would like to work on your application over time or with others, we have created this draft form using Microsoft Word so that you may save and share information as you work on it. When you’re ready, copy and paste your answers into the online form. Don’t forget to select the “submit application” button.

If you have questions about the submission process or your presentation, please reach out to Maura McDonald at mmcdonald@ausm.org.

Breakout sessions will be delivered in person April 26-April 28, 2023 at the Marriott Minneapolis Airport Hotel. When selecting breakout presenters, we expect that you are available where we have put your topic in the schedule. Please make sure all three days you are available as it is difficult to change the lineup.

In the event that AuSM is not able to hold the conference in person, breakout session presenters may be asked to present virtually. Additionally, select speakers may be asked to record their sessions to be made available on demand for conference attendees.

We do not offer an honorarium nor cover expenses for breakout session presenters. Speakers will receive a discounted rate to the conference.

Participants of the conference appreciate clear topic descriptions of what to expect during your session. If selected, your presentation must be consistent with the description provided in your proposal.

Breakout presentation proposals are due by Friday, Nov. 18, 2022. Submissions must include an e-mail address as you will be notified by an e-mail message by Dec. 16, 2022 whether or not your proposal is selected.

**Presenter Roles & Responsibilities**

All presenters will:

* Confirm commitment to present within one week of notification of selection.
* Refrain from changing the title/content of the session after the proposal has been accepted.
* Provide a PowerPoint presentation by April 7, 2023. The PowerPoint presentation will be converted to PDF handouts and placed on a central website for conference participants to print on their own.
* Adhere to Universal Design Guidelines (provided upon acceptance).
* AuSM will supply a standard package of AV equipment for each session room. If you require additional equipment beyond the podium, microphone, and projector, the presenter must provide it themselves. This includes adaptors for Macbooks.
* Adhere to all deadlines specified in the proposal form.

**Factors Affecting Selection:**

The purpose of the Minnesota state autism conference is to provide a wide range of information to those affected by autism. Our goal is to offer relevant information for participants at all levels, including those who are new to autism and those who have years of experience. The following factors will be considered when selecting proposals:

* Thoughtful completion of ALL sections of the proposal and adherence to directions.
* Relevance to conference participants.
* Number of presentations on the same or similar topics and/or subtopics.
* Content-area coverage.
* Presenters’ apparent level of expertise.
* Professional and geographic distribution of presenters.
* Presenters and topics reflective of the diversity of our community.

**Presenter Information**

The following information will be required for each presenter in your session:

Presenter:

Name:

Address:

Email:

Phone:

Please provide a short biography of the presenter. 100 words or less. If it is longer than that, we will edit it. This will be included on the conference website and in the program if your presentation is chosen.

**Presentation Information**

Title of Presentation:

Summary of presentation. This will be included in the conference program if your session is selected. This is the description that participants will see and is your chance to promote your session. Summaries may be edited.

Conference participants appreciate sessions that teach strategies, skills, or clear knowledge. Please share what you hope people will take away from your session. You can share in a paragraph form or in bullet points. For example: participants will learn the most effective way to write budget line items in a waiver or participants will have new strategies for using a planner to support executive function.

Experience Level: Share how much background knowledge your presentation will assume that people have. This information will be shared in the conference program to help people select sessions.

* New to autism: no background autism knowledge is needed to attend this presentation.
* Some experience: basic autism information will not be explained during this session.
* Long time advocate: this session will discuss detailed or high-level topics that require a solid understanding of autism basics.

What format will your presentation take?

* Panel (several people answering questions)
* Presentation (one or more people teaching information)
* Interactive Session (any presentation that asks the audience to participate, like a demonstration or discussion)
* Other
* If other, please share details.

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Content area: what topics will your session cover?

* Advocacy
* Behavior Issues and Support
* Communication
* Community Building and Equity
* Current Research
* Diagnosis
* Diet and Nutrition
* Disability and Intersectionality
* Early Intervention
* Education
* Emotion Regulation
* Employment
* Executive Function
* Family and Caregiver Support
* Medical Needs and Services
* Personal Stories
* Housing and Residential Concerns
* Self-Determination
* Sensory Processing
* Social Skills
* Other
* If other, please share details.

Intended audience: please check all audiences for whom your session is applicable.

* Autistics
* BCBAs
* Case Managers
* Community Service Providers
* Direct Care Service Providers
* Educators
* Job Coaches
* Mental Health Therapists
* Occupational Therapists
* Other Family Members
* Paraprofessionals
* Parents and Caregivers
* Physical Therapists
* Speech Language Pathologists

Life Stages: please choose the age ranges that your session will address.

* Birth to five
* School age
* Transition to adulthood
* Adulthood
* Older adult
* All life stages

In your session summary, you had to describe your session in just 100 words. We recognize that may not be enough words. Use this field to give us a full description of your session. This will not be included in the conference program.

Suggested information to include: -Explain the problem you are talking about clearly and in not too many words. -Give interesting points of view on your topic, or a point of view that causes arguments. -Explain what parts of the topic your presentation will address.

We recognize and celebrate the diversity of our community members, and we are looking for presentations that show this diversity. We think it is important to represent those who have not been allowed to speak in the past. We want to give these people chances to be heard, to help their messages reach more people, and learn from what they teach us. We expect all the presentations to talk about developmental disabilities like autism. Please tell us if your presentation will also cover any of the following topics:

* Complex or multiple disabilities
* Mental health conditions
* Non-speaking communication or AAC
* LGBTQIA or gender diversity
* Racial or cultural diversity
* Aging
* Greater Minnesota or Wisconsin/rural communities
* Other
* None of the Above
* If other, please share details.

We want the people who present to be as diverse as our community is. To help us do that, we ask that you share more information about your identity, as you are comfortable. Please select the groups you identify with:

* I have a developmental disability (for example: autism, ADHD).
* I have a physical disability.
* I have complex or multiple disabilities.
* I have a mental health condition.
* I am non-speaking, unreliably-speaking, or use AAC.
* I am LGBTIA+
* I am a person of color or otherwise identify as a racial minority
* I am a senior/part of the elderly community.
* I live in a rural community.
* I prefer not to answer.

AuSM is exploring ways to make the conference more accessible by having select presentations available both in-person and virtually. If your proposal is selected, would you be willing to pre-record your presentation (on your own, using Zoom) in addition to presenting in-person? This bonus recorded content will be accessible to conference participants from May 1-June 1, 2023. All recordings will be due to AuSM by April 7, 2023.

* Yes I am able to pre-record my presentation.
* No, I am not willing to pre-record my presentation.

Do you require accommodations during your presentation (e.g., technology support, a particular timeslot, etc.)? Please do not request a particular timeslot if you do not need one as an accommodation.