

Call For Presentations

Assistance Dogs International 2018 Conference

Minneapolis, Minnesota USA August 19-22, 2018

You are invited to submit a proposal to share your experience and expertise with your colleagues at the 2018 ADI Conference. Others will benefit from your experience while you make a valuable contribution to the profession's field of knowledge.

Call for Presentations must be POST MARKED no later than WEDNESDAY, January 3, 2018.

Please mail your completed Call for Presentation form to:

**ADI Call for Presentations
c/o
Can Do Canines
9440 Science Center Drive,
Minneapolis, MN 55406**

Or by email to Alan Peters at apeters@can-do-canines.org with the subject line **ADI Call for Presentations**

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

- Complete the attached Call for Presentation form.
SUBMISSIONS MUST BE TYPED OR REPRODUCED ON A COMPUTER IN THIS EXACT ORDER.
- Review for completeness, accuracy and legibility; sign and date form.
- **Notification on the status of submission will be mailed directly to the proposing speaker no later than April 30, 2018.**

PROPOSAL REVIEW. Members of the ADI Board will review all complete proposals. Final selections will be made by the conference program organizers from those proposals accepted.

The Selection Process. We strive to offer a balanced program of educational sessions by selecting proposals that best fit within the framework of the conference.

Practical Application. Sessions that include practical, immediately applicable work tools will be given preference. The ADI board seeks presentations that will provide our attendees with information that will improve their effectiveness on the job.

Proven Speaking Ability. The ADI board seeks experienced presenters with proven speaking ability. Those with a track record of speaking and performing well at large conferences will be given preference.

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All information **must be typed and submitted either on this form or in this exact order.** Submit your name as you wish to see it published. **We will allow one proposal per person.**

Please list your name, job title, county and address below:

Name:

Job Title:

Address:

City, State, Zip:

Country:

Cell Phone Number:

Work Number:

E-mail Address:

Will you have a co-presenter?

Yes No

If yes, please duplicate this form for your co-presenter and attach the completed form with your own submission.

By signing this proposal I UNDERSTAND THAT I WILL NOT RECEIVE AN HONORARIUM; if I have a co-presenter, he or she will not receive an honorarium and will not have his or her expenses reimbursed. Presentation slides must be provided one month prior to the start of the conference for review and allow for proper AV planning. If selected, I agree to adhere to the deadline schedule furnished by conference organizers. I also understand that I will be notified about the status of my proposal by email no later than April 30, 2018.

Signature _____ Title _____ Date _____

If you are not the Executive Director of your organization, please have your Executive Director sign this statement:

I, _____, Executive Director of _____
confirm that the above named employee will be permitted to attend the ADI 2018 Conference in Minneapolis, Minnesota, USA, August 19-22, 2018, as a representative of our organization.

Signature _____ Date _____

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TITLE OF SESSION:

LENGTH OF TIME NEEDED:

AUDIO VISUAL NEEDS:

SUMMARY OF SESSION:

In 75 words or less, provide a summary of the content.

Please Note: we may change and/or reduce your title/description for program clarity.

LEARNING OBJECTIVE:

Provide a *one-sentence* primary learning objective of your presentation. Please do not give bullet points, multiple objectives joined by semi-colons, or several sentences.