

***ABSTRACT SUBMISSION FORM***

**1) PRESENTER(S) INFORMATION**

***Each presentation is limited to a total of two (2) presenters.*** The first presenter listed will serve as primary contact. It is the responsibility of the primary contact to communicate with co-presenter.

**PLEASE NOTE: each presenter must submit a one paragraph bio and resume/curriculum vitae to be used to obtain CEUs.**

**LEAD PRESENTER:** (Complete all information as it would appear in the conference material.)

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Credentials:** |  |
| **Organization or Agency:** |  |
| **Complete Mailing Address:** |  |
| **Work Phone:** |  |
| **Cell or Evening Phone:** |  |
| **Fax:** |  |
| **Email:** |  |

**PRESENTER 2:** (If applicable, complete all information as would appear in conference material)

|  |  |
| --- | --- |
| Name: |  |
| Job Title: |  |
| Credentials: |  |
| Organization or Agency: |  |
| Organization’s Website Address: |  |
| Complete Mailing Address: |  |
| Work Phone: |  |
| Cell or Evening Phone: |  |
| Fax: |  |
| Email: |  |

**2) PRESENTATION TOPICS**

Please check-off the Conference Topic which best characterizes your presentation.

**Check only one:**

|  |  |
| --- | --- |
| * Innovative parenting curricula * Program design, implementation and evaluation * Fundraising * Parenting, co-parenting, blended families * Child Development (please specify are of focus: Birth to three, school-age, adolescent, etc.)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Parents and/or Children with Special Needs * Concrete Supports (Employment, housing, financial literacy, education) | * Health and Wellness * Trauma * Child Abuse and Neglect (physical, emotional, neglect, sexual) * Gender Differences * LGTB family support topics * Strengthening Families * Complex Family Situations: *incarceration, domestic violence, substance abuse, mental health, etc.* * Cultural Competency for organizations * Working with Diverse Families * Other: please describe below * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**3) PRESENTATION -** This information must be completed as part of your presentation packet. The workshop description should be written as it would appear on our conference website. The three (3) action oriented learning objectives will become part of your conference workshop evaluation form. Specify clear learning objectives and approaches designed to support professionals in their room with families. The description, learning objectives and title must reflect what will be presented at the conference.

**4)** **TITLE OF PRESENTATION:**

**THREE (3) LEARNING OBJECTIVES:**

**1.**

**2.**

**3.**

**5)** **WORKSHOP DESCRIPTION:** Please describe the content of this presentation in 75-100 words as you wish it to be published in the conference brochure:

**List at least one resource, skill and practice strategy that participants can implement immediately after the conference**:

|  |  |
| --- | --- |
| Resource: |  |
| Skill: |  |
| Practice Strategy |  |

**6) Presentation LEVEL/AUDIENCE** (Please check one choice only)

\_\_\_ General (basic information for individuals new to the subject or field)

\_\_\_ Intermediate (mid-level professionals with strong topic knowledge)

\_\_\_ Advance (seasoned professional who wants to deepen their knowledge)

**7)** **PRESENTATION SCHEDULE REQUEST**

* Morning session (2 hours)
* Afternoon session (2 hours)
* Full day presentation (4 hours)

We cannot guarantee selected time but we will do our best to accommodate your schedule preference.

**Presentation Format** (Please check one format only)

\_\_\_Workshop (hands on experience, skills or application of knowledge)

\_\_\_Seminar (discussion of issues, ideas, theories and relevant policy)

\_\_\_Research Forum (presentation of studies or review of literature)

**8) TARGET AUDIENCE**

Please check the categories which best describe your target audience for this presentation (check all that apply.)

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|  |  |
| --- | --- |
| \_\_\_Family Support | \_\_\_Early Childhood |
| \_\_\_Mental Health | \_\_\_Home Visitation Programs |
| \_\_\_Supervisors and Administrators | \_\_\_Researchers |
| \_\_\_Social Work | \_\_\_Health and Wellness |
| \_\_\_Child Abuse Prevention | \_\_\_Other: Please Explain |

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**9) AUDIO/VISUAL EQUIPMENT**

Each room will be equipped with a LCD Projector, screen, newsprint, and markers as part of the standard room set-up.

|  |  |
| --- | --- |
| **Standard Room Set up** *(provided by Conference Host)*  X LCD Projector  X Screen  X Newsprint and Markers | **A/V Equipment provided by presenter:**  \_\_ Laptop  \_\_ Speakers |

**9)** **CONFERENCE AMENITIES**

Presenters will receive a complimentary conference registration which includes continental breakfast, lunch, morning and afternoon breaks and access to the keynote address and other workshops. Presenters may purchase CEUs during the registration process.

**10) REGISTRATION**

All presenters must register to present at the conference via the online registration portal. On-line Registration Instructions will be emailed when the conference registration opens in August 2018. Registration must be completed by Friday, September 14, 2018. If you experience any challenges or need assistance, please contact Aja Clark at [aja.clark@mass.gov](mailto:aja.clark@mass.gov)

**11) Proposal Submission Guidelines:**

* Please use one application per topic.
* The Children’s Trust is not responsible for providing copies of workshop handouts.
* Use of presentation time to sell or market products is prohibited.
* There are no fees required to present at the conference.
* Each workshop is limited to two (2) presenters.
* Lead Presenter must coordinate all materials and forms under one application.
* Submit the Presenter’s Form and Bios as Word Documents.
* All submissions must be submitted using this form. The Children’s Trust will not accept any other forms.

*For Internal Use Only*

**Presentation abstract checklist:**

* Presenter’s Form
* One paragraph biography per presenter
* Resume/curriculum vitae per presenter
* Brief bibliography (2 to 3 references) per abstract proposal