# Word Version of Presenter Proposal Form 2016

(Please do not submit this form directly. Instead, use this form to prepare your proposal and to gather the necessary information to fill out the online form at: <http://accessinghigherground.org/proposalform2016.php>

**Labels preceded by an asterisk indicate a required field.**

## Speaker Information

|  |  |
| --- | --- |
| 1st Speaker | 2nd Speaker |
| \*First Name:  \*Last Name:  Title:  \*Company:  Department:  \*Address:  \*City:  \*State/Province:  \*Zip/Postal Code:  \*e-mail: (this will be filled in automatically by the system from your login account)  \*Phone Number:  Url: | First Name:  Last Name:  Title:  Company:  Department:  Address:  City:  State/Province:  Zip/Postal Code:  e-mail:  Phone Number:  Url: |

\*(The first speaker will receive all conference related correspondence)

(Note: the online form allows the entry of up to 5 speakers. Copy and paste the table above to prepare information for speakers 3, 4 & 5. )

## Proposal Information

### \*Title of Proposal (120 characters maximum - about 18 words)

### \*Length of Session

General Conference: \_\_1-hr general conference \_\_2-hr general conference

Pre-Conference: \_\_ 3-hr pre-conference \_\_5-6 hr pre-conference

### \*Type of Presentation

\_\_Lecture \_\_Lab

### \*Presentation Summary (350 characters maximum - about 45 words)

### \*Presentation Abstract (1000 characters maximum - about 180 words)

### \*Enter 3 keypoints attendees will learn at your presentation (110 characters maximum each)

\*Key Point 1:

\*Key Point 2:

\*Key Point 3:

### \*Expertise Level

\_\_Beginner \_\_ Intermediate \_\_ Advanced \_\_All Levels

### \*Disability Areas (Check all that apply)

\_\_Deaf/HOH \_\_Cognitive/Learning \_\_Vision \_\_Mobility

\_\_Other If other, specify:

### \*Topic Areas (Check all that apply)

\_\_ Administrative/Campus Policy

\_\_ Alternate Format

\_\_ Assistive Technology

\_\_ eBooks

\_\_ Faculty Instruction/Accessible Course Design

\_\_ Information Resources

\_\_ Information Technology

\_\_ Legal

\_\_ Web or Media Access

\_\_ Other: If other, specify:

### A/V & Computer Equipment Needed for Presentation\*

\_\_TV/DVD Player \_\_Wireless Internet \_\_Flip Chart

\_\_Windows PC (We encourage presenters to bring their own laptop)

\*(A screen, lcd projector and wireless Internet are provided in each room).

## For hands-on workshops only: equipment, software and setup required\*

\_\_SuperNova \_\_JAWS \_\_NVDA \_\_ Magic \_\_ Zoomtext

\_\_Other software or equipment. If other, specify:

\*(all lab PCs have an Internet connection, Firefox, Office & Internet Explorer)

### Maximum class size:

Number of additional proctors needed (from conference staff):

## If you have not presented at AHG previously, please list some conferences that you have presented at in the last year or two.

### Past Presentations

|  |  |  |
| --- | --- | --- |
| Date of event | Conference Name | Title or topic of presentation |
|  |  |  |
|  |  |  |
|  |  |  |

### Speaker 1 bio (1000 characters maximum)

### Speaker 2 bio (1000 characters maximum)

## (Note: on the online form you can enter bios for up to 5 speakers. Copy and paste the headers above to create space for more bios if needed.)

## Presentation Paper or Hand-Outs

(can be submitted at a later date)

Please include a 2 to 5 page paper of your presentation in electronic format with your proposal. As an alternate to the paper, presenters can submit a PowerPoint outline (electronic version) of their presentation and/or other handouts, prior to the conference. **If a paper is not submitted with this proposal, the speaker is committing to either the submission of a paper at a later date or electronic handouts to be sent by October 1, 2016.**

## Speaker Agreement

Please note the following:

1. The proposal, paper, and any handouts speakers provide may appear on our website and other media as part of marketing for the conference. Conference handouts and links to presenter's e-mail addresses will also be posted on the post-conference website. Please submit an electronic copy of your handouts by October 1 either through e-mail: ahg@ahead.org or by mailing a CD or DVD to the address below.
2. Handouts, including alternate formats (Braille, Large Print, Disk, posting on Web) are the responsibility of the presenter(s). The number of registered attendees requiring alternate formats will be sent to presenters by October 10th. Please let us know if you need assistance in providing your material in alternate format.
3. It is understood that permission has been given by program presenters for audio-taping, video-taping and photographs. Audio of the sessions may appear on the post-conference website. Tapes/videos/DVDs may also be made of the sessions and provided to attendees during the conference for a fee. Pending speaker consent, some conference sessions may be streamed to off-site audiences. Other video material may be used for fee-generating post-conference events. Speakers who consent to use of their material for fee-generating post-conference events will receive compensation in the form of access to our video library or other compensation to be determined.
4. A 10% discount on registration fees will be provided to presenters who are traveling to the conference from out-of-state. Local presenters who present for one session or more receive a 5% discount off conference fees.
5. Pre-conference presenters who present 6 hours or more will receive additional discounts. Contact ahg@ahead.org or 303-492-8672 for specifics.

## Please indicate your acceptance of the above agreement by typing in your name below in lieu of signature:

### Presenter 1: Type your name to indicate agreement with above stipulations

### Presenter 2: Type your name to indicate agreement with above stipulations

### Will you be sending your paper in a subsequent e-mail to AHG Conference after you submit this proposal?\*

\_\_Yes \_\_No

\*(Papers not sent with proposal must be submitted by Oct. 1)

### Do you consent to the audio recording of your conference sessions according to the stipulations listed above.

\_\_Yes \_\_No

### Do you consent to the video recording of your conference sessions according to the stipulations listed above.\*

\_\_Yes \_\_No

### Do you consent to the video streaming of your conference sessions according to the stipulations listed above.\*

\_\_Yes \_\_No

\*(Consent for taping and streaming are not required for proposal acceptance)