# Word Version of Presenter Proposal Form 2023

(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:

<https://accessinghigherground.org/speaker-submissions/>

**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:  \*Country:  \*Zip/Postal Code:  \*e-mail: (this will be filled in automatically by the system from your login account)  \*Phone Number:  Web Address:  \*Bio:  If you have not presented at AHG previously, please list some conferences you have presented at recently and the topics addressed: | \*First Name:  \*Last Name:  Title:  \*Company:  Department:  \*Address:  \*City:  \*State/Province:  \*Country:  \*Zip/Postal Code:  \*e-mail:  \*Phone Number:  Web Address:  \*Bio:  If you have not presented at AHG previously, please list some conferences you have presented at recently and the topics addressed: |

\*(Note: 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.)

## [2nd tab of proposal]

## 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 \_\_Panel \_\_Bring your own device workshop \_\_Interactive/discussion

### Items Attendees need for Bring-your-own device workshops

### \*Presentation Summary (500 characters maximum - about 90 words)

### \*Presentation Abstract (2000 characters maximum - about 360 words)

## [3rd tab of proposal]

## Topics and Key Points

### \*Expertise Level

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

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

|  |  |
| --- | --- |
| \_\_ All Areas  \_\_ Cognitive/Learning  \_\_ Deaf/HOH  \_\_ Mobility | \_\_ Psychological  \_\_Vision  \_\_Other  If other, specify: |

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

|  |  |
| --- | --- |
| \_\_ Accessible Course Design  \_\_ Accessible Educational Materials  \_\_ Administrative/Campus Policy  \_\_ Alternate Format  \_\_ Assistive Technology  \_\_ Captioning/Transcription  \_\_ EPUB Track | \_\_ Faculty Development & Support  \_\_ Legal  \_\_ Procurement  \_\_ Research  \_\_ Teaching About Accessibility in Curriculum  \_\_ Universal Design for Learning  \_\_ Web/Media Access  \_\_ Other: If other, specify: |

### \*Enter 3 key points attendees will learn at your presentation (110 characters maximum each) (Use strong declarative statements – see examples below)

\*Key Point 1: e.g., “Research on cognitive load can inform your decisions when writing alternative text.”

\*Key Point 2: e.g., “All online course creators face limitations related to accessibility.”

\*Key Point 3: e.g., “Quality of digital publications differ between publishers.”

## [4th tab of proposal]

## Equipment Needs

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

\_\_Flip Chart \_\_White Board

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

## Proctor Help

### I would like a proctor to assist with my session (y/n) \_\_\_\_

## 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 & Chrome)

### Maximum class size:

### Number of additional proctors needed (from conference staff):

## [5th tab of proposal]

## Agreement and Consent

### Presentation Mode

I plan to present:

\_\_ Onsite, if at all possible

\_\_ I’m not sure

\_\_ Only if I can present remotely

## Hand-Outs

(can be submitted at a later date)

You must upload an **accessible** electronic copy of your handouts — including slides, fact sheets, and any other handouts — by October 1 using the instructions to be sent after your proposal is accepted.

## Speaker Agreement

Please note the following:

1. The proposal 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 upload an electronic copy of your slides and handouts by October 1 using the instructions to be sent after your proposal is accepted. You can also e-mail: ahg@ahead.org for the upload instructions.
2. Handouts, including alternate formats (Braille, Large Print, etc.) 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 and video of the sessions may appear on the post-conference website. Videos/audio recordings may also be made of sessions and offered to attendees and non-attendees after the conference for a fee. Pending speaker consent, some conference sessions may be streamed to off-site audiences.
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. At least 1 speaker from a group of remote speakers must register for the full virtual conference
6. For hybrid sessions (at least 1 speaker onsite and 1 speaker off-site), the off-site speakers must record their presentation(s) in advance for the onsite speaker to play as a backup in case of technical difficulties streaming the remote speaker(s).
7. Pre-conference presenters who present 6 hours or more will receive additional discounts. This discount is available only to the first two speakers or the discount can be divided among all the speakers (i.e. at a lower level). Contact ahg@ahead.org or 720-351-8668 for specifics.
8. Speakers must provide an accessible version of their slides, either in PowerPoint, PDF, EPUB or HTML format (HTML format provided via URL to posted web page) before the start of the conference.

## 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

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

\_\_Yes \_\_No

*Optional consents are not required for proposal acceptance*

### 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)

### Required Consent

I will send the final version of my slides in accessible format (as stipulated above) before the first day of the conference \* required

(check for yes)

Slides must be submitted by October 8, 2023