

**COUNCIL FOR EXCEPTIONAL CHILDREN (CEC)
2014 CONVENTION CALL FOR PROPOSALS
Philadelphia, PA
April 9-12, 2014
DEADLINE FOR SUBMISSION – MAY 7, 2013**

Russell Gersten, Program Chair, cordially invites all interested parties to submit presentation proposals for the CEC 2014 Convention and Expo. Session presentations occur Thursday through Saturday of convention week and are selected from this Call.

Submit your proposal online at www.cec.sped.org – all proposals are stored in a secure database.

IMPORTANT INSTRUCTIONS:

Please be sure to review all of the information and instructions regarding proposal submission prior to completing the online proposal form. If you have any difficulty submitting your proposal online, please contact the CEC Conventions staff at: convproposals@cec.sped.org or during regular business hours (9:00 a.m. to 5:00 p.m. Eastern Time) at **1-866-509-0218, ext. 422**.

- **Read all instructions carefully and follow prompts. All fields must be completed.**
- It is helpful to develop your proposal description prior to beginning the online form.
- Review your proposal carefully before submitting. Proposals that do not meet stated guidelines will not be reviewed.
- All proposals are due on May 7, 2013. Once you have submitted your proposal, the system will send you an automatic response acknowledging receipt. If you do not receive this acknowledgement, please contact Renee Glasby at renee@cec.sped.org, 1-866-509- 0218, ext. 422.

All presenters are required to pay for their own attendance and will receive an invoice for their registration. Invoices must be paid by November 18, 2013 to avoid session cancellation.

SELECTION CRITERIA

The Program Chairperson, in conjunction with the Program Advisory Committee, will select proposals based on the following criteria:

- (A) **Rationale for the presentation (10 points)**
 - Why is this topic important to the field?
- (B) **Usefulness to Practitioners (10 points)**
 - How does the information presented in the session translate to improved practice?
- (C) **Measurable Participant Outcomes (10 points)**
 - Provide 2 to 3 participant outcomes.
 - Outcomes must be appropriate for the intended audience and focus of your proposal.
 - Outcomes should describe precisely the skills, knowledge, and/or behaviors participants will know or be able to demonstrate after the session.
 - The mode, length of presentation, and number of presenters must be appropriate to the content and participant outcomes
- (D) **Relevance to Learners, Families, and/or Educators of Diverse Groups** (i.e., culture, gender, home language, race/ethnicity, religion, sexual orientation, socioeconomic status, families and/or educators with disabilities, other) **(5 points)**

- (E) **Evidence of the Effectiveness of the Practice or Content to be Presented** (15 points) (use the following guidelines to address this criterion).

The term *evidence-based* typically refers to randomized control trials or high-quality quasi-experimental studies or single-subject studies that support the effectiveness of an intervention. Because not all proposals submitted for the convention focus on interventions, a broader conceptualization of the term *evidence of effectiveness* is used here to include policy practices and other sources of evidence. The submission should indicate the category of evidence within which the intervention/practice falls including: (1) experimental and quasi-experimental group research, (2) single-subject design, (3) policy research and analysis (including survey research), and (4) other sources of evidence (e.g., action research, practitioner documentation of changes in performance or knowledge).

Proposals can receive up to 15 points for this criterion. Up to five (5) additional points may be given to practices supported by rigorous methodologies, including experimental and quasi-experimental group research or single-subject design. Three (3) additional points may be given for policy research and analysis or high quality survey research. The assignment of points is based on reviewers' input and the Program Advisory Committee member's assessment of the overall quality and strength of the proposal.

(1) Experimental and Quasi-Experimental Research Describe the design used to assess the efficacy of the intervention (randomized control trial, quasi-experimental study, single-subject design, or other design used) and describe the study using these sections:

- A brief summary of the research literature that served as a foundation for the study.
- Research questions.
- Research design consistent with quality indicators for this methodology, including description of participants, measures, intervention duration, etc.
- Results (If the study is incomplete, indicate when it will be completed.)
- Discussion points.

(2) Policy Research and Analysis: Describe the legislative or legal basis for the issue. Results from survey research can be included.

- Policy papers that provide expert consensus on the nature of the issue.
- Research studies on the nature or extent of the problem (e.g., studies on disproportionality in special education, multicultural preparation of personnel, surveys on reactions to special education policies).
- Persuasive argument that the issue has not received sufficient attention from researchers or practitioners and noting types of questions to be asked in future.
- Theoretical foundation for the session to stimulate new thinking about a topic (cite theory if currently described in the literature or rationale for considering modifications to existing theory).

(3) Other Sources of Evidence: Examples of other sources of evidence include:

- A brief summary of the theory or published research that provides a basis for the principles upon which the intervention/practice is based.
- Clinical data on student learning that suggests the effectiveness of the intervention/practice. For example, practitioner evidence may include practitioner evidence on student learning such as curriculum-based measurement, rubric scores, course grades, criterion-referenced measures, and behavioral observations. Data are stronger if they include pre-/post-testing or baseline/intervention data than if information is collected only on a post-intervention basis. Data on multiple participants/students strengthens the evidence, but reports that include data on only one participant will be considered.
- Information on consumer feedback or data from other social validity measures on an intervention can include student ratings, parent/family evaluations, and employer surveys.

Please Note: Proposals that promote commercially available products, services, or programs will not be accepted. The venue for commercially available products is an Exhibitor Showcase Session.

Please contact CEC's Exhibits Director, Victor Erickson, to discuss the availability of Exhibitor Showcase Sessions at 1-866-509-0218, ext. 454.

SECTION A: Proposals must include all the information requested in this section as delineated below:

1. Title of Presentation: *Limit to 12 words (200 characters).*

If your proposal is accepted, the title may be edited for the convention program.

2. Abstract: *Limit to 50 words (700 characters).*

Provide a brief summary that clearly relates to the primary and secondary topic areas and to the learner outcomes.

3. Type of Session Requested:

Four presentation formats are available. Select the format that best fits the content and learner outcomes of your proposal from those listed below. **Due to limited program slots, the Program Chair and Program Advisory Committee may determine it necessary to assign your session a format or length of time different from the one you select.**

Demonstration: 1- to 2-hour sessions in which presenters demonstrate and involve participants in learning activities (e.g., developing and using curriculum materials or assessment tools; developing instructional plans, using software programs or technologies). **CEC does not provide computer equipment for your convention presentation.** Demonstration sessions are intended to be interactive. Be sure to indicate whether you are requesting a 1- or 2- hour session. Be advised that 2-hour sessions are limited and assigned at a premium by the Program Advisory Committee.

Lecture: 1-hour sessions in which individuals present material about a specific topic. Interaction in this format is typically limited to questions and answers.

Panel: 1- to 2-hour sessions that are moderated and designed to present multiple perspectives on a topic. Please note: A group of presenters discussing different aspects of a single study, program, or project DOES NOT constitute a panel. Indicate whether you are requesting a 1- or 2-hour session.

Poster: 45-minute sessions which visually present a research study, program, or project. Poster sessions are designed to foster maximum interaction with the audience. Typically, there are about 20 poster sessions assigned to each 45-minute time slot. Attendees move through the room from poster to poster. **Poster session presenters must: (1) prepare a poster exhibit of high quality that can stand alone in conveying information; and (2) attend the entire poster session and address questions from attendees.**

Please Note: No audiovisual equipment is provided for poster sessions and CEC cannot provide power for laptops and other equipment in the poster session room.

4. Acceptance of another Session Type: Are you willing to accept another session format? (Please note that the alternate format may be a poster.)

5. Acceptance of an Alternative Session Length: Are you willing to accept a session of a different length, (e.g., 1 hour instead of 2 hours)?

6. Are you willing to be considered to be part of a multiple presentation session?

Multiple presentation sessions are 1- to 2-hour sessions in which 2 or 3 presenters are given approximately 10-15 minutes each to present their papers on a common topic, followed by 15- to 20-minutes of dialogue led by a discussant. **The Program Chair and Program Advisory Committee will group and assign proposals to these sessions.** (Because CEC receives many more proposals than can be presented during convention time slots, we urge applicants to be flexible in considering options such as multiple presentation sessions.)

7. Topic Areas: (Listed below)

A broad range of topics will be included in the convention program. Selection of the primary and secondary topic areas is extremely important to ensure that your proposal is directed to reviewers qualified to make the most appropriate evaluation of its merits. Topic areas will also be considered by the Program Chair and Program Advisory Committee in developing a balanced convention program. Select **one** primary and **one** secondary topic area.

8. Target Audience (*Listed below*)

Please choose the **one** primary and **one** secondary target audience of your presentation.

9. Obligation of Presenters

To encourage broad program participation, an individual may only be included as a session leader or presenter in **TWO** demonstrations, lectures, panel presentations or multiple presentation sessions, and **TWO** poster sessions. If a presenter is involved in presentation(s) and poster session(s), the individual is required to present at all sessions.

10. Number of Presenters Including Proposer

Indicate the total number of presenters who will be participating in the presentation. Note: The number of presenters must be appropriate for the length of the session (e.g., a poster session or a 1-hour lecture should include no more than 4 presenters; longer sessions should be limited to 6 presenters).

Please provide the information for your co-presenters at the time of your submission. You will have the opportunity to revise the information at a later date.

11. Proposer Contact Information

The following information is required for the proposer and all presenters:

- Name
- Position and Title
- School/Organization
- Preferred Mailing Address
- Telephone
- E-mail address

It is the responsibility of the proposer to notify CEC of address changes. CEC members are encouraged to use CEC's web site, www.cec.sped.org to update their personal information.

12. CEC Membership ID Number (*If applicable*)

13. Demographic Information (*Optional – Provision of demographic information will not impact acceptance/non-acceptance.*)

The following information is requested to assist CEC in monitoring the extent to which submissions to the convention program reflect the diversity of the general population, and the individuals and families we serve. Although not required and not a factor in the review of your proposal, your willingness to share this information is appreciated.

- Race/Ethnicity/National Origin
- Disability
- Gender

Section B: Description of the proposal. Limit to 500 words (6,000 characters).

Provide a detailed 300-500 word description of your proposal, organized in terms of the six selection criteria (see p. 1-2 of this document for more information regarding each of the selection criteria).

(A) Rationale for the presentation (10 points)

(B) Usefulness to Practitioners (10 points)

(C) Measurable Participant Outcomes (10 points)

(D) **Relevance to Learners, Families, and/or Educators of Diverse Groups (5 points)**

(E) **Evidence of the Effectiveness of the Practice or Content to be Presented (15 points)**

PLEASE NOTE! Each proposal is reviewed without proposer identification. Your proposal abstract and description should not contain any identifying information. Proposals containing any identifying information will be removed from consideration. Do not use abbreviations or acronyms in your proposal.

Section C: Commitment to Register and Verification

14. Signature of Proposer and Date Proposal Submitted

Your submission of a proposal constitutes a commitment by ALL individuals participating in the presentation to register for the convention if the proposal is accepted. Furthermore, your electronic signature verifies your commitment to register and that your proposal does not promote commercially available products, services, or programs. **All presenters are required to pay for their own attendance and will receive an invoice for their registration. Invoices must be paid by November 18, 2013 to avoid session cancellation.**

IMPORTANT NOTES!

SESSION RECORDING

Your session may be recorded for use in the publishing of materials from the CEC 2014 Convention & Expo in any media format on behalf of the CEC. If your proposal is accepted and subsequently selected to be recorded, CEC will contact you for permission to record the session.

AUDIOVISUAL EQUIPMENT

CEC provides presenters with information regarding AV equipment rental. **(CEC does not provide computer equipment.)**

THE CONVENTION PROGRAM

The program will contain your session title and abstract as edited by CEC staff.

FREQUENTLY ASKED QUESTIONS

1. *How do I decide which topic area(s) to select?*

The topic areas selected must reflect the primary and secondary focus of your proposal. For example, a proposal focusing on working with families of students who are deaf or have hearing impairments would indicate the primary topic area as *Communicative Disabilities and Deafness* and the secondary topic area as *Parent/Family/School Partnerships*. Each topic area is assigned to a member of the Program Advisory Committee (PAC). In the example above, the proposal would be assigned to the PAC Representative for *Communicative Disabilities and Deafness*. The PAC Representative will review your proposal to ensure that it is a “fit” with the topic area. The PAC Representative will then assign 2 to 3 reviewers for your proposal. The evaluation/scoring rubric can be found at www.cec.sped.org, follow the links to the CEC 2014 Call for Papers to obtain a copy of the scoring rubric.

2. *What will happen to my proposal once it is received by CEC?*

Your proposal will be assigned to a review team identified by the Program Chair and the Program Advisory Committee (PAC.) This team has knowledge and expertise in the specific topic areas and/or area of high interest you indicated. *Each proposal is reviewed without proposer identification.* Your proposal abstract and description should not contain any identifying information. Proposals containing any identifying information may be removed from consideration. Reviewers are guided in their review by the selection criteria stated previously. Your proposal will receive a score for each criterion and a recommendation from each individual reviewer to “Accept,” “Wait List,” or “Not Accept.” Scores, recommendations, and any comments are sent to a review team leader who is a member of the PAC. Each team leader will review the scores and recommendations for his/her topic area and make a final recommendation to accept, wait list, or not accept each proposal. The PAC members as a whole will then meet to discuss all accepted proposals and to consider program balance; ensuring that important topical areas are represented on the convention program.

3. *When will I hear about the status of my proposal?*

Each proposer will be notified of the status of his or her proposal in September 2013. If your proposal is accepted, you will also receive information regarding convention registration, housing, and audiovisual requirements and be asked to complete a few more forms regarding session leader(s) and presenters. Please note: If you have not received notification by **September 16, 2013**, please contact Renee Glasby at CEC, reneeg@cec.sped.org, 1-866-509-0218, ext. 422, regarding the status of your proposal.

4. *Can I request that my session be scheduled for a particular day and time?*

Individual requests for particular times cannot be granted; therefore, submission of a proposal indicates your willingness to present at the time you are scheduled.

CEC 2013 Convention and Expo
Topic Areas and Target Audiences
Deadline for Online Submission: May 7, 2013

Important Dates:

- **May 7, 2013: Proposals due via www.cec.sped.org**
Once you have submitted your proposal, the system will send you an automatic response acknowledging receipt. If you do not receive this acknowledgement, please contact Renee Glasby at reneeg@cec.sped.org, **1-866-509-0218, ext. 422.**
- **September 2013:** Notification of outcome (accepted, wait listed, or not accepted) will be sent to you in September.
- **November 18, 2013:** Presenters must pay their registration by this date to avoid cancellation of your session.

A broad range of topics will be included in the convention program. Selection of the primary and secondary topic areas is important to ensure that your proposal is directed to reviewers qualified to make the most appropriate evaluation of its merits. Areas will also be considered by the Program Chair and Program Advisory Committee in developing a balanced convention program.

Topic areas are listed below; please select *one* primary and *one* secondary topic area:

1. Accountability Systems for Students with Disabilities, including issues related to *Race to the Top, Turnaround School Initiatives, Common Core Standards Implementation and Assessments*, (i.e., PARC, Smarter Balance, formative assessments)
2. Administration/Supervision (*including recruitment and retention of special education professionals*)
3. Arts in Special Education
4. Assessment (*including assessments for screening, diagnosis, eligibility, and program planning*)
5. Autism Spectrum Disorder
6. Career Development/Transition
7. Collaboration and Inclusive Practices
8. Communicative Disabilities and Deafness
9. Cultural and/or Linguistic Diversity (*including culture, gender, language, race/ethnicity, religion, sexual orientation, socioeconomic status, families and/or educators with disabilities, other*)
10. Developmental Disabilities
11. Early Childhood and Early Intervention
12. Emotional and Behavioral Disorders (*including Positive Behavior Intervention Supports, students with disabilities in the juvenile justice system, and issues related to restraints and seclusion*)
13. English Learners with Disabilities: *Instructional challenges and solutions*
14. Gifted and Talented
15. Implications of Education Reform Initiatives for Students with Disabilities (e.g., Common Core State Standards and College & Career Readiness), including alternate achievement standards and instructional strategies geared towards Common Core State Standards
16. Instructional Design and Strategies (*including math, reading, writing, and content areas*)
17. International Programs/Services
18. Learning Disabilities (*including Response to Intervention (RTI)*)
19. Measuring Special Education Teacher Effectiveness
20. Parent/Family/School Partnerships
21. Physical/Health/Multiple Disabilities
22. Pioneers/Historical Perspectives
23. Public Policy (*including IDEA and ESEA/NCLB*)
24. Research
25. Strategies for Entry to the Special Education Career
26. Teacher Education
27. Technology and Media (*including Instructional, Adaptive and Assistive Technology*)
28. Visual Impairments

**For instructional strategies related to the Common Core State Standards, please see topic area 15.*

Target Audience—Please choose the primary and secondary target audience of your presentation.

Classroom Personnel, Teachers

- Special Educators—All Levels
- Special Educators, Early Childhood
- Special Educators, Elementary
- Special Educators, Middle
- Special Educators, Secondary
- Special Educators, Paraeducator
- General Educators—All Levels
- General Educators, Early Childhood
- General Educators, Elementary
- General Educators, Middle
- General Educators, Secondary
- General Educators, Paraeducator

Administrators/Supervisors

Administrators/Supervisors, All (or specify below)

- Administrators/Supervisors, Special Education
- Administrators/Supervisors, General Education

Mental Health Professionals

- School Counselors
- School Psychologists

Parents/Families

Related Service Professionals: _____ **please specify**

Researchers

Students/First-Year Professionals

Teacher Educators

Other: _____ **please specify**

Without you, the CEC Convention & Expo won't be the same. Submit a proposal today! Don't forget — proposals are due on **May 7, 2013**.

See you next year in Philadelphia!