

Tips for a Great Conference Proposal

Why you should present

- Networking
- Share your expertise
- Advance your career
- Build your resume
- Have fun!

Writing an effective proposal

Make your proposal more than a synopsis of your topic. Participants will use this information to select a session. Reviewers will rely on your proposal to understand the content and goals of your presentation.

Within the 250-word limit, craft a description that

- clearly and concisely describes your content,
- how you will address it, and
- what data or evidence you will use to support your topic.

Other considerations for your proposal

- Can you address your topic within the 60-minute time limit? Reviewers evaluate whether the scope of your presentation matches the time allotted.
- Keep your proposal focused. Reviewers evaluate your presentation's cohesiveness to determine if yours is well thought out.
- Review the Call for proposals (CFP) for this year's conference focus and its audience. Reviewers are looking for well-written proposals for topics that align with the conference's topics, address current issues, and serve its audience.
- Bonus: Use keywords or phrases from the CFP.

Learning objectives

The CFP requires you to provide two learning objectives for your session. Remember these are what you want your participants to learn because of your presentation. Reviewers are looking at objectives to see if they are clearly linked to the content to be delivered.

- The objectives must have clear links to the content to be delivered.
- Keep the objectives concise

- Make measurable objectives
- Do use action verbs, such as perform, identify, or list. Don't use verbs that are difficult to measure, such as understand, learn, or appreciate. [Here is a listing of verbs based on Bloom's Taxonomy](#) to assist you in creating your objectives.

Other tips

- **Title:** Your title should be descriptive and intriguing. An interesting title attracts the attention of conference attendees. Reviewers evaluate the relationship between your title and your description.
- **Word count:** After you have your ideas down, stay within the 250-word count limit.
- **Additional Information:** Make certain that you have provided all the information requested in the CFP.
- **Meet** the deadline.

Sample

Title

Partnering with Parents through Relationship Based Coaching

Session Description

COVID-19 has forever changed our treatment and intervention of your children with complex communication needs. Adjusting to virtual instruction put the power of parent implemented intervention on full display for teachers and service providers alike. Bringing in parents as co-teachers and therapists has yielded a significant increase in progress and an increased positive interactions with caregivers within the home, so why stop now?

This session will provide practical tips and ideas for providing parent implemented intervention through parent coaching to increase communication and social interactions in children with autism. We will discuss service delivery options, including virtual and in-person services, as well as the need for a continuum of virtual instruction to increase parent buy-in and carryover of learned skills.

Learning objectives

1. Participants will be able to discuss relationship-based coaching strategies when working with families to increase communication and play skills.

2. Participants will be able to discuss potential barriers to parent coaching and identify strategies to overcome these barriers.