



**DSAIA Annual Leadership Conference**  
**February 17-20, 2022**  
**Las Vegas, Nevada**

## **Proposal Submission Guidelines**

Thank you for being willing to share your stories, your skills, and your expertise with DSAIA members and attendees at our 2022 Annual Leadership Conference. This document contains everything you need to know about submitting a proposal for this year's conference at the Flamingo Hotel in Las Vegas. DSAIA is looking for proposals that are inspired by this year's theme--***Leading with Intent***. Please review the guidelines below and, when you are ready, go to [www.dsaia.org/conference](http://www.dsaia.org/conference) to submit your proposal.

Before you begin your proposal submission, here are a few tips:

- Be sure to check out the **proposal review criteria**. If you really want your proposal to get accepted, you will want to know how our reviewers will be scoring each submission.
- This year, you can choose three session types: sessions (approximately 60-75 minutes), workshops (approximately 2 hours), or spotlight sessions (30 minutes). Choose the format that best fits your content.
- Presenters will be **notified by November 30** if their proposal has been accepted and confirmation of your presentation (title, description, presenters, and time slot) is due on December 7. Any changes to your session--including presenters-- made after January 14 will not be included in the conference program.
- The **proposal review panel reserves the right to request changes** to your proposal which may include a change in category, session type, or other changes that the review panel feels are necessary in order for your proposal to be accepted. During proposal confirmation, you will have the opportunity to review and approve any requested changes.
- We expect this conference to be an **in-person event** in Las Vegas and DSAIA intends to take every precaution necessary to make this event safe for our attendees. But, because the COVID-19 situation changes nearly every day, DSAIA is prepared to be as flexible as we need to be to deliver a stunning professional conference. If significant changes are required, presenters will be notified immediately.

Good luck with your proposal and, as always, if you have any questions, please contact us at [701-354-7255](tel:701-354-7255) or [conference@dsaia.org](mailto:conference@dsaia.org).

**All Proposals are due by midnight (MT) on November 15, 2021**  
**NO LATE SUBMISSIONS ACCEPTED**

**Proposal Categories:** DSAIA is looking for proposals in each of the following categories. Select the category that best describes your proposal.

<b>Organizational Management</b>	This category covers the management practices used by effective non-profit organizations. Specific topics include policies, procedural safeguards, personnel, taxes, contracts, volunteer management, and time management.
<b>Financial Management</b>	In this category, DSAIA is looking for proposals that cover creating budgets, financial reports, procedures to safeguard the overall health of the organization, the role of the treasurer, financial tracking of income and expenses, investments, risk management, cash reserves, and more.
<b>Development &amp; Fundraising</b>	Submissions may address any of the major revenue sources including events, private donations, grants, and fundraising campaigns. Proposals might be skill-based (e.g., grant writing) or examples of successful campaigns or informative (e.g., how to create a fundraising plan).
<b>Communications &amp; Marketing</b>	Proposals that describe how an organization promotes awareness of the mission and programs through the use of social media, websites, products, and presentations. Proposals that discuss effective use of social media and how communications have been used to support families are encouraged.
<b>Board &amp; Governance</b>	Proposals in this category address the governance structure of the organization and the role of Board members. Proposals that describe the following are specifically encouraged: recruitment, composition, orientation, creative ways to engage board members, training, conflict resolution, & communication.
<b>Programs</b>	Proposals will describe program development, implementation, and evaluation. Rather than presenting a specific program, DSAIA is looking for proposals that offer a big picture perspective—needs assessment, how programs are planned, planning tools that are used, how programs fit into the overall mission/goals of the organization, and how you evaluate programs offered.
<b>Advocacy</b>	Proposals in this category address grassroots efforts to advocate for individuals with Down syndrome, how to engage community members, connecting with national organizations to expand advocacy efforts, and examples of effective and creative advocacy efforts.
<b>Advancements in Down Syndrome</b>	These proposals provide content that offer new information that can be shared with individuals and families within their organization. We expect proposals in this category to the latest content in areas such as education, medical/health care, and research. Submit proposals that are current and are likely to offer new information or perspective.

## Session Types:

There are three session types at this year's conference:

- **Sessions:** Conference sessions will be approximately 60-75 minutes in length and specifically targeted to leaders of Down syndrome associations. Limited to 4 presenters.
- **Workshops:** We anticipate only one or two workshop sessions in the conference program. Plan for approximately 2 hours and be sure to have a well-defined participant outcome that justifies the longer time slot. Limited to 4 presenters.
- **Spotlight Sessions:** These quick 30-minute sessions are designed to focus very specifically on one topic that can easily be presented in a short time frame. Examples include an overview of a successful program, how to write a policy, how to manage Board meeting minutes. Limited to 2 presenters.

**Proposal Review Criteria:** Your proposal will be reviewed using the following guidelines. Each proposal will be reviewed by at least three members of the 2022 Proposal Review Panel. We strongly encourage you to consider this scoring matrix when creating your proposal.

Criteria	What we are looking for	Potential Score
<b>Relevance to DSAIA Members &amp; Attendees</b>	Proposal establishes that the content to be provided is current, needed, and would be of interest to DSAIA members and attendees. Presentation is distinctly different from the content one would expect from a conference directed to parents, policymakers, or educators/therapists.	5
<b>Skill/Expertise of Presenter(s)</b>	Presenter(s) is knowledgeable about the topic and is the right person to deliver this content.	5
<b>Organization of Proposed Session</b>	Tell the reviewers how you plan to present the content. Proposal is well-written, thoughtful, thorough, and clearly described.	5
<b>Use of Adult Learning Strategies</b>	From the proposal, it is clear that attendees will be engaged as learners and have the information they need to apply the material in their daily work.	5
TOTAL POSSIBLE POINTS		20

## Dates to Remember:

September 15 through November 15	Submissions Accepted
November 16 – 19	Proposal Review
November 30	Notification to Presenters
December 7	Proposal Confirmations Due
January 14	Conference Program Deadline—Last Day to Make Changes
February 17-20	DSAIA 2022 Leadership Conference!

**Ready? Go to [dsaia.org/conference](https://dsaia.org/conference)  
to submit your proposal by November 15!**