



Proposal Submission Guidelines

DSAIA Annual Leadership Conference
 March 2-5, 2023
 Hilton Head, South Carolina

Thank you for being willing to share your stories, your skills, and your expertise with DSAIA members and attendees at our 2023 Annual Leadership Conference. This document contains everything you need to know about submitting a proposal for this year’s conference at the Westin Hilton Head Island Resort and Spa. DSAIA is looking for proposals that are inspired by this year’s theme—***Waves of Change: Oceans of Opportunity*** Please review the guidelines below and, when you are ready, go to www.dsaia.org/conference to submit your proposal.

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

- **NEW THIS YEAR**—all presenters receive a complimentary conference registration!
- Be sure to check out the **proposal review criteria** below. 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 two session types: sessions (60 minutes) and spotlight sessions (30 minutes). Choose the format that best fits your content.
- Presenters will be **notified by November 7** if their proposal has been accepted and confirmation of your presentation (title, description, presenters, and time slot) is due on **November 14**. Any changes to your session—including presenters—must be made by February 2.
- 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.

Dates to Remember:

October 15	Proposal Submissions Due
October 16-28	Proposal Review
November 7	Notification to Presenters
November 14	Proposal Confirmations Due
January 15	Presenter Registration Deadline—Use your Presenter Code—it’s free!
February 2	Conference Program Deadline—Last Day to Make Changes
March 2-5	DSAIA 2023 Leadership Conference!

Session Types: There are two session types at this year’s conference:

- **Sessions:** Conference sessions will be 60 minutes in length and specifically targeted to leaders of Down syndrome associations. 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 Categories: DSAIA is looking for proposals in each of the following categories. Select the category that best describes your proposal.

Organizational Management	This category covers the management practices used by effective non-profit organizations. Proposals in this category address nonprofit administration (e.g., policies, procedural safeguards, personnel, taxes, contracts, volunteer management, and time management); financial management (e.g., budget, financial policies, insurance, cash reserves, investment); communications & marketing (e.g., social media, press releases, media messaging); and board & governance (recruiting board members, orientation, engaging the board).
Development & Fundraising	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).
Programs	Proposals will describe program development, implementation, and evaluation. We want to know what you do! If you have a successful program, share it with our attendees. Tell us what you did, why you did it, and how it worked in a 30-minute spotlight.
Recent Advancements	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 be 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.

Proposal Review Criteria: Your proposal will be reviewed using the following guidelines. Each proposal will be reviewed by at least three members of the 2023 Proposal Review Panel. Your proposal will receive a score of 1-5 on each of the following criteria. We strongly encourage you to consider this scoring matrix when creating your proposal.

Criteria	What we are looking for	Potential Score
Relevance to DSAIA Attendees	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
Skill/Expertise of Presenter(s)	Presenter(s) is knowledgeable about the topic and is the right person to deliver this content.	5
Organization of Proposed Session	Presenter has provided a clear an outline for the session. Reviewers will be looking for proposals that are well-written, thoughtful, thorough, and clearly described.	5
Use of Adult Learning Strategies	DSAIA attendees want to be engaged as learners and have the information they need to apply the material in their daily work. Reviewers will expect to see concrete strategies you will use to encourage active learning.	5
TOTAL POSSIBLE POINTS		20

Ready? Go to dsaia.org/conference
All Proposals are due by midnight (MT) on October 15, 2022
NO LATE SUBMISSIONS ACCEPTED