



Proposal Submission Guidelines

Down Syndrome Affiliates in Action Leadership Conference
 February 15-17, 2024
 Doubletree Dallas near the Galleria
 Dallas, Texas

Thank you for being willing to share your stories, your skills, and your expertise with DSAIA members and attendees at our 2024 Annual Leadership Conference. This document contains everything you need to know about submitting a proposal for this year’s conference at the Doubletree Galleria Dallas. DSAIA is looking for proposals that are inspired by this year’s theme—*What is Your Why?* Please review the guidelines below. Proposal submissions are due October 1, 2023. When you are ready, go to www.dsaia.org/conference, select Submit a Proposal.

The target audience for this conference is staff and board members of Down syndrome organizations throughout the country. Your audience could include a volunteer Board President from an organization with a budget of \$50,000 who serves 75 families to a paid Executive Director of a \$1,000,000+ budget organization who serves over 1000 individuals. When developing your proposal, be sure to address the organization size and capacity targeted for your session.

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

- All presenters receive a complimentary conference registration if you register by December 15.
- 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.
- Review the **proposal categories** carefully. If you are having a hard time choosing a category for your proposal, you may need to revise your proposal for our target audience.
- You can choose from two **session types**: sessions (60 minutes) and spotlight sessions (30 minutes). Choose the format that best fits your content.
- 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.
- Lead presenters will be **notified by October 13** if the proposal has been accepted. Confirmation of your presentation (title, description, presenters, and time slot) is due on **October 25**. Final changes to your session—including presenters—must be made by January 15.

Dates to Remember:

October 1	Proposal Submissions Due
October 2-10	Proposal Review
October 13	Notification to Presenters
October 25	Proposal Confirmations Due
December 15	Presenter Registration Deadline—Use your Presenter Code—it’s free!
January 15	Conference Program Deadline—Last Day to Make Changes
January 25	Last Day to Make Hotel Reservations at the Doubletree Galleria Dallas
February 10	Submit Documents You Want to Provide to Attendees (pdf only)
February 15-17	DSAIA 2024 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. We expect you to plan an engaging presentation that uses the entire hour. 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 create a specific document (content/design), how to manage board meeting minutes. Limited to 2 presenters.

Proposal Categories:

DSAIA is looking for proposals in each of the following categories. All proposals should fit into one of the following categories. Within each category, we are looking for presenters who can provide best practice procedures, examples relevant to DSAIA attendees, and practical information that attendees can use. Presenters may be staff or board members who can share successful programs, documents, or experiences within their local organizations. DSAIA is also looking for presenters with professional qualifications who can apply their expertise to Down syndrome organizations. For example, an accountant presenting best practices for budgeting who can providing an example of a budget from a Down syndrome organization. If you have questions, please contact us at conference@dsaia.org.

Board Development

- committees
- board manual/handbook
- meeting structure & minutes
- board recruitment
- board training
- board gap analysis
- board engagement

Human Resources

- hiring/firing
- job descriptions & contracts
- staff training
- employee evaluations

Finances

- financial policies & procedures
- budgets
- investments and endowments

Organizational Management

- procedural safeguards
- taxes & nonprofit status
- insurance
- policies

Communications

- branding
- contact management/database
- websites
- marketing materials
- social media

Outreach

- to families (specific age groups or populations)
- to medical providers
- to community partners/volunteers
- advocacy/community awareness

Development

- grants
- annual giving
- donor tracking and management
- donor cultivation and engagement
- fundraising event(s)

Programming

- specific program idea
- program structure/planning
- program evaluation
- age-specific programs

Proposal Review Criteria:

Your proposal will be reviewed using the following guidelines. Each proposal will be reviewed by at least three members of the 2024 Proposal Review Panel. Your proposal will receive a score of 1-5 on each of the following criteria. We 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 (e.g., staff, board members, volunteers). Presentation is distinctly different from the content one would expect from a conference directed to parents, policymakers, or educators.	5
Skill/Expertise of Presenter(s)	Presenter(s) demonstrates mastery of the content and is the right person to deliver this content.	5
Organization of Proposed Session	Presenter has provided a clear outline for the session. The proposal is logical, well-written, thoughtful, thorough, and clearly described. The content is substantial and can fill the session time appropriately.	5
Ability to Engage the Audience	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

Questions? Send an email to conference@dsaia.org or call 701-354-7255

Ready? Go to dsaia.org/conference

All Proposals are due by midnight (ET) on October 1, 2023

NO LATE SUBMISSIONS ACCEPTED