

2018 NCDA Conference Call for Proposals

Leading the Way by Integrating Theory, Research, and Practice

June 21 – 23, 2018

June 20 – Professional Development Institutes

Phoenix, Arizona

TYPES OF PROGRAMS

- *Presentation:* 60 - 70 minute traditional format.
- *Roundtable:* Two consecutive 30 minute overview presentations at a roundtable that accommodates up to 20 people; no A/V equipment will be available. Roundtables provide a relaxed and interactive forum for presenters to share their work and ideas related to research, programs and practice applications.
- *Professional Development Institute:* 4 hour in-depth workshop to be held pre-conference.
- *Career Talks:* These quick presentations (15 minutes) provide the opportunity to share new ideas on a wide-range of career topics. Have a new theory to share? Want to spark a conversation around a particular issue? Have a new way of using a traditional tool? Think about a Career Talk!
- *Graduate Student Poster Sessions:* Graduate students just joining our field have a great deal to share with NCDA members. If you are a graduate student, we highly encourage you to share information about your research, your practice, your program, or other thoughts on the field!

CONFERENCE AUDIENCE

The audience for the National Career Development Association's Global Conference includes career counselors and specialists. They work in colleges, private practice, schools, business and industry, workforce, correction and one-stop centers, agencies and government. They call themselves counselor educators, career center staff, coaches, career development facilitators, consultants, transition specialists, managers, labor market and employment specialists, and school counselors and administrators.

CONFERENCE THEME

Conference proposals are encouraged to highlight practical solutions, innovative approaches, and/or applications of theory and research.

The following list is not intended to be inclusive of every possibility for a presentation, however, it may be used as a guide for developing a proposal.

- Innovative career development programs, research projects, and activities that address (and/or have been successfully implemented) in a variety of settings.

- Collaborative, creative, and effective strategies for meeting the career development needs of people across the life span.
- Effective techniques used to address societal concerns and current issues.
- Innovative use of career information and career resources in service delivery and instruction.
- Creative and effective uses of technology in delivering career assessments, guidance, occupational information, and related career development services.
- Successful partnership ventures and collaborative efforts designed and implemented to deliver career development services and programs.
- Creative and/or collaborative applications of theory, research, and practice.
- Programs with a special tie to Phoenix and/or Arizona.

PRESENTATION FOCUS AREAS

NCDCA has seven (7) constituency groups. A large percentage of proposals are deemed to be applicable to a “general audience.” As such, having a proposal chosen from “general audience” group is much more competitive than one that targets a specific constituency group. This should be considered when marking the group that best represents your target audience.

1. K-12 Career Counselors and Specialists
2. Counselor Educators and Researchers
3. Higher Education Career Center Counselors and Specialists
4. Career Counselors and Specialists in Business & Industry
5. Career Counselors and Specialists in Government and Public Agencies
6. Career Counselors and Specialists in Private Practice and Consulting
7. Career Counselors and Specialists Working with Special Populations such as Military/Veterans, Corrections, Special Needs, etc.
8. Vocational Psychology
9. General Audience (applicable to all attendees)

SUBMISSION INFORMATION

Be clear and concise. Proposals are limited in length. Additional information will not be accepted or considered in the review process.

Submission Instructions: Proposals must be electronically submitted via the online form at www.ncdaconference.org. The submission form will be open **Thursday, August 4** through Tuesday, October 3, 2017. *Proposals not submitted via the online form WILL NOT be accepted for review.*

Correspondence regarding program proposal acceptance and confirmation will be made via email.

A confirmation page will follow the submission screen once you click ‘submit’ on the form. You will also receive a confirmation email. If you do not see a confirmation screen following your submission or receive an email please contact Mary Ann Powell at mpowell@ncda.org or phone (918) 663-7060.

Deadline for Submission: Midnight EST on Tuesday, October 3, 2017. Submissions will not be reviewed past this time unless otherwise stated on the NCDCA website.

Proposal Evaluation Process: Each program proposal will be evaluated on the degree to which they meet the following criteria:

1. Demonstrates “best practice(s)” in career development
2. Relevant and timely to conference theme
3. Overall appeal of program content
4. Well-articulated presentation of program content

NBCC CONTINUING EDUCATION REQUIREMENTS

NCDA is an NBCC Approved Continuing Education Provider (ACEP). In order for proposals to be eligible for NBCC Continuing Education (CE), the chair or lead presenter must meet specific presenter qualifications and present on topics appropriate for his/her level of experience/training. The CHAIR or LEAD PRESENTER must indicate an appropriate category in order for the session to be NBCC CE approved.

Category I presenters are qualified to present on topics including, but not limited to:

- Theories, principles, and techniques of counseling as applied to work and career
- Career counseling processes and resources, including, but not limited to, those applicable to specific communities and populations
- Career/life planning and decision-making models
- Life-work role transitions, including, but not limited to, outplacement and retirement counseling

Category II and III presenters may be accepted for topics including:

- Career development program planning, resources, and program evaluation
- Assessment of work place environment for purposes of job placement
- Trends in job search
- Career avocational, educational, occupational, and labor market information, and resources and career information systems

You will be asked to select a category that matches your expertise:

- **Category I:** Holds a graduate degree **in mental health field** from a regionally accredited educational institution and is qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter.
- **Category II:** Holds a graduate degree from a regionally accredited educational institution directly related to the subject matter presented and be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter.
- **Category III:** Be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter.

PROGRAM SELECTION PROCESS

The NCDA Conference Program Committee will review all proposals. Final decisions will be based on quality, intended audience, and relation to the conference theme. **The presentation chair will be notified via email of acceptance or rejection of the proposal no later than by Wednesday, December 6, 2017.** The presentation chair is responsible for communicating with others on the program.

If you do not receive an email notification of your acceptance or decline from NCDA by Wednesday, December 6, 2017, please contact Mary Ann Powell at mpowell@ncda.org or phone (918) 663-7060.

CONFERENCE REGISTRATION

Paid registration for the National Career Development Association's Global Conference is required of all presenters. Registration deadline for all presenters is Thursday, March 1, 2018. **Failure to register by the deadline may result in cancellation of your program.** You must be available to present at any time scheduled during the conference (Wednesday, June 21 – Friday, June 23, 2018; PDIs will be held on Wednesday, June 20). Requests for specific days and times cannot be honored.

Check the NCDA website at www.ncda.org for up-to-date conference information. Conference registration brochures will be available in January 2018. Online Early Bird Conference Registration will be available in the fall of 2017.

Registration rates will range from \$399 - \$570 for full conference and \$255 - \$295 for a one-day registration. Discounted rates are available for students and retired attendees. Early bird rates will be available for those registering online prior to February 5, 2018.

A/V EQUIPMENT/INTERNET CONNECTIONS

Presentation meeting rooms will be equipped with head table, screen, LCD/Data projector, electric for equipment and Internet. Audio visual equipment such as flipcharts and audio connections are available upon request. Conference management will not provide computers, laptops, or any other type of computer equipment. Presenters must bring their own computer equipment or incur the cost individually. No A/V equipment will be available for roundtable sessions or poster sessions. Internet connections will be available to presenters.

HANDOUTS

Presenters are responsible for providing a minimum of 50 handouts per session. Room capacity may necessitate a higher quantity of handouts, and you will be notified in advance of the size of your presentation room. Please prepare handouts in advance of the conference. On-site photocopying will be available at the presenter's expense. When possible, presenters are requested to provide an electronic version of any presentation handouts that will be included with the presentation description on the Conference App. Details on electronic submission of handouts will be sent directly to program chairs.

PRESENTATION PROPOSAL REQUIREMENTS

Proposals and presentations should reference relevant literature and NCDA publications as applicable. Please limit your submission to the specific amount of characters/words. Any additional verbiage won't be given to the reviewers. *Please review the Call for Proposals Information thoroughly before submitting your proposal to ensure you and your presenters are in agreement with all requirements.*

**Go to www.ncdaconference.org to submit your proposal electronically.
Only electronic submissions will be accepted.**

1. Title of Presentation (100 characters or less)
2. Goals and Objectives– indicate clear, concise goals and objectives of the presentation (up to 100 words)
3. Program Description
 - a. Abstract (50-word summary to appear in the conference program)
Advertise Appropriately. Please be sure the content of your presentation matches this description.
 - b. Summary of information, program, service, resource, technique, theory, or research to be presented (up to 250 words)
4. Presentation Chair Contact Information
 - a. Name, title, institution/organization
 - b. Address, city, state, country, postal code
 - c. Phone, email
 - d. Education Level (bachelors, masters or doctorate)
 - e. Mental Health or Counseling Related (Y or N)
 - f. NBCC Continuing Education Category. Please select I, II, or III.
5. Additional Presenter(s) Information for program book printing purposes
 - a. Name, title, institution/organization, email

- b. Education Level (bachelors, masters or doctorate)
 - c. Mental Health or Counseling Related (Y or N)
6. Presentation Focus: Choose **one** of the descriptions for your session's target audience.
- a. K-12 Career Counselors and Specialists
 - b. Counselor Educators and Researchers
 - c. Higher Education Career Center Counselors and Specialists
 - d. Career Counselors and Specialists in Business & Industry
 - e. Career Counselors and Specialists in Government and Public Agencies
 - f. Career Counselors and Specialists in Private Practice and Consulting
 - g. Career Counselors and Specialists Working with Special Populations such as Military/Veterans, Corrections, Special Needs, etc.
 - i. Vocational Psychology
 - h. General Audience (applicable to all attendees)
7. Program Type – Indicate which program type you prefer.
- a. Presentation
 - b. Roundtable
 - c. Professional Development Institute
 - d. Career Talks
 - e. Graduate Student Poster Session
8. Method of Presentation
- a. Panel
 - b. Lecture
 - c. Demonstration
 - d. Question and Answer
 - e. Other
9. Relevance to Theme: *Leading the Way by Integrating Theory, Research, and Practice* (up to 100 words)
10. A/V Equipment: List all A/V equipment requested. (A/V equipment is not available for roundtable sessions or poster sessions; Internet will be available for all presenters) Please note: Conference management will not provide laptops.

PRESENTATION RELEASES AND AGREEMENTS

The Presentation Chair must initial the following statement in the submission indicating your assent to its conditions:

- ✓ I understand that I, and all other presenters, must register for the National Career Development Association's Global Conference and pay the appropriate conference fee(s) by Thursday, March 1, 2018.
- ✓ I understand that I must hold membership in NCDA.
- ✓ I understand that I will furnish a minimum of 50 handouts for each presentation for which I am selected.
- ✓ I understand and commit to present the program proposal for which I have submitted. Should my content include resources which are available for sale, I understand I cannot sell items during a presentation and only in the exhibit hall and only by the purchase of an exhibit booth am I entitled to sell resources.
- ✓ I understand and adhere to all of the above and should I not adhere to any portion of this statement NCDA has the right to cancel my program immediately.

We look forward to receiving your proposal!