

LCPS Mental Health & Wellness Conference October 2018 Proposal Submission Guidelines

Please utilize the guidelines below to prepare your submission. Note that some information will be uploaded via a word document and other information will be submitted into an online form (it can be cut and pasted from the word document). Lead presenters are asked to upload a photo (jpeg) for the electronic program. All submissions will be accepted through the symposium website submission system. All submissions will be acknowledged via email.

Online Form: Information to be submitted via online form

Proposal Title: Develop an engaging title that reflects content. (Limit to 12 words)

Presenters' Contact Information:

Name, Title/Position, Affiliation/Organization, Email, Phone

Biographical Information: Please provide a brief description of your professional qualifications by answering the following questions:

- What is your highest degree related to your field of expertise?
- List any certifications relevant to your presentation topic.
- List up to 3 recent relevant presentations on this topic.
- How do you engage and/or support youth and their families in your current work position?

Additional Presenters: Please add information for all co-presenters. Include name, title, affiliation, and e-mail.

Content Emphasis: Please provide up to three key words to describe your presentation (i.e. resilience and self-regulation; or technology, bullying, and internet safety)

Target Audience: Please consider the content of your presentation and indicate the grade level(s) of the students for which it is most applicable so the parents in attendance can make appropriate session choices.

Early Ed (PreK, K) Elem (1-5) Middle (6-8) HS (9-12)

Abstract: Please provide a brief but engaging description of your session not to exceed 50 words. This will be used in the conference program.

Information to be Uploaded in a Word Document:

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Session Goals: Please list 2-3 participant learning outcomes that will result from your session.

Description of Session Content: Please provide a brief description of session content, not to exceed 250 words, including key concepts and connections to relevant research, and/or theory. Indicate how this session relates to the conference theme. Briefly tell how you will engage the audience actively in the session and indicate any materials the attendees will take with them from the session.

Photo to be Uploaded: Lead presenters are asked to upload a photo (jpeg) for the electronic symposium program.