

The Maryland Respite Care Coalition Call for Workshop Presentations

11th Annual Respite Awareness Day Conference

"Spotlight on Respite"

Maritime Institute and Conference Center

692 Maritime Boulevard

Linthicum Heights, Maryland

Monday, October 27, 2008

Theme: *"Spotlight on Respite"* will shed light on the meaning and the need for respite, and confirm respite as a valuable, cost effective tool that promotes wellness and enhances lives.

Target Audience: This conference is intended for *everyone* who supports family members and caregivers of individuals across the lifespan who may be living with conditions like Alzheimer's disease, mental illness, developmental disabilities, autism, HIV, AIDS, multiple sclerosis, etc. Those giving care, for which this conference is intended, include: the parents, family members, spouses, life partners, older adults, grandparents, guardians, social workers, case managers, program managers, nurses, advocates, direct support staff, policy makers, community leaders, etc. of the people who need ongoing assistance and support with their daily life activities.

Topics: We are looking for proposals which cross over multiple disciplines and categories, reflecting the wide range of interests and challenges of caregivers across the lifespan. Last year's conference evaluations have indicated specific interest in the following areas: sibling issues (possibly presented as a sibling panel), legislative leadership and advocacy related to improving respite care opportunities and funding, and aspects of health and wellness across the lifespan that impact caregivers and the individuals who receive care.

Presentation Formats: The conference will offer 60 minute time slots for breakout sessions. Handouts are required. We welcome you to think of creative ways to engage your audience, network, and energize the conference.

Guidelines for Submission: **Proposals should be submitted as soon as possible, but must be received no later than the close of business on Friday, March 28, 2008.**

THREE WAYS TO SUBMIT YOUR PROPOSAL:

- 1. Complete the Proposal Application Form, attach the required information and return forms to:**

Michelle Hart
Maryland Developmental Disabilities Council
217 East Redwood Street Suite 1300
Baltimore, MD 21202

- 2. Fax all required information to:** Michelle Hart at 410-333-3686; *or*

- 3. Email all required information to:** Michelle Hart at:
michelleh@md-council.org

Complete a separate application for each proposed workshop session. Include all requested information. Incomplete applications will not be considered. A maximum of two presenters may be included for each proposed session, unless the session is being proposed as a panel presentation.

In your proposal for a breakout session, the description should include:

- Two or three learning objectives
- Title and description of session
- Audio-visual equipment needs and/or other special requests

Proposal Review Process: All complete proposals will be reviewed by the Conference Planning Committee based on the following criteria:

- Practical applicability to the conference theme "*Spotlight on Respite*"
- Relevance to the interest of conference participants
- Clarity and coherence of the session description and plan
- Likelihood that the session will provide useful information, skills and/or ideas
- Contributions to new or innovative practices
- Likelihood that the session will stimulate active engagement of participants
- Presenter's qualifications and experience
- Use of instructional aids
- Diversity and cultural challenges

We reserve the right to request modifications to a proposal before a final decision is made.

We will respond to all applications by Friday, April 25, 2008.

How do you benefit by presenting?

- *You gain visibility and recognition as a leader*
- *You receive your conference registration for free, including continental breakfast and lunch*
- *You are provided an opportunity to network with other professionals and/or caregivers*

**Proposal Application Form
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Please complete all elements of this application. Incomplete applications will not be considered. The information will be used for the conference brochure and program booklet, and to compile continuing education credit applications. **Multiple applications will be accepted; submission deadline is close of business on Friday, March 28, 2008.**

Presentation Title: _____

Session Description (50 – 75 words maximum for the program booklet):

Teaching Methods (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Panel |
| <input type="checkbox"/> Small Group | <input type="checkbox"/> Questions and Answers |
| <input type="checkbox"/> Case Studies | <input type="checkbox"/> Audiovisual |
| <input type="checkbox"/> Discussion Group | <input type="checkbox"/> Handouts (required) |

List three learning objectives for the session. At the conclusion of the presentation, the attendees will:

1. _____
2. _____
3. _____

AV Needs: Flip Chart Overhead Projector & Screen TV/DVD
 Other (please specify) _____

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Presenter Biographical Data Form

Name: _____
Address: _____
City: _____ State: _____ Zip _____ Phone _____

Please print your name, title and organization (if applicable) as you would like it to appear in our conference program.

Education (Include basic preparation through highest degree held):

College or University attended: _____

Major Area of Study: _____

Describe your professional experience or area (s) of expertise, including your involvement in continuing education.

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Selected conference presenters will have an introduction printed in the conference program. Please write a 4 -5 sentence introduction for use in the conference program and for the moderator to introduce you.

Please advise if you have any special mobility needs ____Yes ____No

Thank you for your submission by close of business Friday March 28.
All applications will be responded to by April 25, 2008.

For questions, contact Michelle Hart 410-767-3786
Or by e-mail: michelleh@md-council.org