Presenter Proposal Form

Accessing Higher Ground

Conference Dates: November 15-19, 2010

Westminster, CO

www.colorado.edu/ATconference

University of Colorado-Boulder
322 Willard Admiistrative Center, 107 UCB
Boulder, CO 80309
Phone: 303-492-8672
Fax: 303-492-5601

1st Speaker - Info

First Name:

Last Name:

Title:

Company:

Address:

State/Province:

Country:

Zip/Postal Code:

e-mail:

Phone Number:

2nd Speaker - Info

First Name:

Last Name:

Title:

Company:

Address:

State/Province:

Country:

Zip/Postal Code:

e-mail:

Phone Number:

Main Contact:　　　　○ Speaker 1　　　　　　　　　　○ Speaker 2

The main contact will receive correspondence and information from AHG.

Title of Paper:

Main Conference	Preconference	
○ 1 hr ○ 2 hrs	○ 3 hr - preconference (half-day)	○ 5 - 6 hr preconference (full day)

Type of Presentation:
(Note: labs must be 2 hours or longer)   ○ Lecture   ○ Lab

Presentation Summary: Please write or attach a 2 sentence summary of your session. This will be printed in the conference program.

Presentation Abstract: Please write or paste in a short abstract of your presentation not to exceed 150 words.

Please indicate the three key points attendees will learn at your presentation:

1

2

3

Expertise Level   ○ Beginner   ○ Intermediate   ○ Advanced   ○ All Levels

Select all disability areas addressed

☐ Deaf / HOH ☐ Cognitive / Learning ☐ Vision ☐ Mobility ☐ Other

Select all topic areas addressed

☐ Legal ☐ Web or Media Access ☐ Alternate Format ☐ Campus Policy ☐ Assistive Technology ☐ IInformation Resources ☐ Curriculum Access ☐ Best Practices

A/V & Computer Equipment Requested
(an lcd projector and screen are provided in all rooms)

☐ TV/VCR ☐ TV/DVD Player ☐ Flip Chart

☐ Wireless Internet ☐ Ethernet Connection ☐ Windows PC (We encourage presenters to bring their own laptop)

For hands-on workshops only: equipment, software and setup required on lab PCs
(all PCs have an Internet connection, Firefox. Word & Internet Explorer)

☐ SuperNova ☐ JAWS ☐ WindowEyes ☐ Magic ☐ Zoomtext

☐ Other software or equipment:

Maximum Class Size [ ]   Number of Additional Proctors Needed (from conference staff) [ ]

If you have not presented at AHG previously, please list some conferences that you have presented at in the last year or two.

Conference	Date	Title or topic of presentation

Presentation Paper or Hand-Outs

Please include a 2 to 5 page paper of your presentation in electronic format with your proposal. As an alternate to the paper, presenters can submit a PowerPoint outline (electronic version) of their presentation and/or other handouts, prior to the conference. If a paper is not submitted with this proposal, the speaker is committing to either the submission of a paper at a later date or electronic handouts to be sent before the conference.

First Round of Submissions

Please return this proposal form, 2 - 5 page paper, and a short bio or vitae by **April 2** for the first round of submissions. Speakers will be notified by **April 30** confirming acceptance of their proposal.

Second Round of Submissions

If there are remaining presentation slots, a second round of proposals will be accepted up until **May 7**. Please return this proposal form, 2 - 5 page paper, and a short bio or vitae by this date for the second round of submissions. Speakers will be notified by June **1** confirming acceptance of their proposal.

Please note that due to a limited amount of time slots, some proposals may not be accepted. Proposals submitted during round one are given preferred consideration for speaker slots.

Please note the following:

1.   The abstract, paper and bio may appear on our Web site and other media as part of marketing for the conference. Conference handouts and links to presenter's e-mail addresses will also be posted on the post-conference Web site. Please submit an electronic copy of your handouts by October 1 either through e-mail: hkramer@colorado.edu or by mailing a CD to the address below.

2.   Handouts, including alternate formats (Braille, Large Print, Disk, posting on Web) are the responsibility of the presenter(s). The number of registered attendees requiring alternate formats will be sent to presenters by October 20th. Please let us know if you need assistance in providing your material in alternate format.

3.   It is understood that permission has been given by program presenters for audio-taping, video-taping and photographs. Audio of the sessions may appear on the post-conference Web site or at the EASI site or both. Tapes/videos/DVDs may also be made of the sessions and provided to attendees during the conference for a fee. Speakers who comply with the submission of papers or outline material, as indicated above, will receive a free DVD of the recorded conference program.

4.   A 10% discount on registration fees will be provided to presenters who are traveling to the conference from out-of-state. Local presenters who present for one session or more will receive a 5% discount off conference fees.

5.   Pre-conference presenters or presenters who present a total of 5 hours or more will receive waiver of conference fees.

Please indicate your signature by typing in your name below, your acceptance of the above agreement:

Presenter 1:
Type your name to indicate
agreement with above stipulations

Presenter 2:
Type your name to indicate
agreement with above stipulations

Are you including your paper
as an attachment either with   ○ Yes   ○ No, I will send my paper by the
this submission or in a subsequent e-mail?   October 1 deadline