American Correctional Association
Conference Workshop
Proposal Application

To: Interested Participants
From: Robert L. Green, Executive Director
American Correctional Association

What are we looking for?
- **Workshops** that examine contemporary issues on correctional staff or in the corrections field.
- **Presenters** that present practical and evidence-based information that exhibits relevance to cross sections in the corrections field.

Process:
To be considered and approved please follow the instructions and requests within this application.

Go to www.aca.org > Conferences >Workshops and Training> Submit a workshop Proposal. Workshops Submissions must include and follow these instructions:

- Workshop proposals **must** be sent 5 months before the conference for review and approval. Workshop proposals must include:
  - Workshop Title
  - Workshop Outline: detailing what will be addressed.
  - 3-4 Learning Objectives
  - List of (1) Moderator maximum of (3) Speakers (1 Speaker must be a practitioner in the field)

> Resume, BIOs, and disclosure forms for each Speaker and the Moderator are required with the submission of the workshop. All Speakers and the Moderator must be members of ACA. The above-stated information is required to be submitted with the Workshop Proposal to be considered for approval for the conference.
> **Bio Format:**
> - Your Name, State; Current Title; Place of Employment
> - Synopsis of employment history
> - Description of educational background
> - Other professional affiliations or awards
> - Prior service on ACA committees
> - Additional brief comments, and a synopsis of your qualifications as it pertains to the position.

- All Important deadline dates and submission resources will be sent out once the workshop is approved.
- All workshop proposal submissions **must** contain the requested inclusions to be considered for approval by the review board. Please submit the complete workshop proposal, resumes, and BIOs to education@aca.org
- PowerPoint presentations or lecture outlines must be submitted for review and approval 90 days after the approval notice is received. ACA will provide the approved PowerPoint template with the workshop approval notice.
- If a PowerPoint will not be used a complete Workshop Outline must be submitted for review and approval.

You must complete the online submission process for your proposal to enter the review process and be considered for presentation at the conference.

Workshop Proposal
NOTE: These proposals require that ALL presenters be current ACA Members.

Proposal Title: DO NOT USE ALL CAPS. Please do not use abbreviations in the title.
You are limited to 150 characters for the proposal title (including spaces).

TITLE:

Workshop Area: For which area is this relevant? (*check all that apply*)

1. ☐ **ACA Resources**
2. ☐ **Health Care/Treatment**
3. ☐ **Juveniles**
4. ☐ **Security**
5. ☐ **Staff Training**

1. ☐ **Facility Design**
2. ☐ **Jails**
3. ☐ **Reentry/Community Corrections**
4. ☐ **Special Offenders**
5. ☐ **Sustainable/Green**

Proposal Content

Abstract/Overview

Character Maximum Limit: 750 (including spaces)

Summarize the major points of your abstract and describe how this topic will advance either the practice/professional development of the participant or the field of correction.

Learning Objectives

Should be specific and complete the statement:

"At the conclusion of this session, participants will be able to...":

Learning Objective 1:

Learning Objective 2:

Learning Objective 3:

Workshop Outline

1. The abstract/overview articulates the purpose and content of the presentation.
2. The learning objectives will aid practitioners in successfully performing the concepts, methods, technologies, treatments, services, or preventative interventions that drive this area of practice.
3. The topic demonstrates consistency with available literature and evidence.
   a. References to the literature should be formatted using APA style. A minimum of 2 references are required. All references to journal articles should include the DOI (digital object identifier).

Submission Instructions

Please submit your outline by either attaching it to this PDF document or through email.

To attach a document to a PDF, click on the expanding arrow on the left side of the document if it is not already expanded. Click on the paperclip icon. From there, you can drag and drop the document you wish to attach.

To email your document, please attach it to an email with the subject line "Workshop outline submission" and send to education@aca.org

Click for Sample Outline

Moderator
Name, Title, Agency, City, State Resume and BIO

Speakers
Please include <u>no more than three (3) speakers</u> (1) speaker must be a practitioner in the field Presenters will be published in the order listed. Reminder:

Primary Speaker – The only person to whom ACA will send subsequent communication regarding acceptance of the proposal and onsite logistics.

1. All speakers/moderators listed must attach complete resumes, BIOs, please email to education@aca.org

2. All Speakers and moderators MUST be ACA members, register for conference, and on site for workshop.

IMPORTANT: You must select only ONE person to be the Primary Speaker.

Name & Credentials	Agency/Employer	City	State	ACA Member ID Number
1.				
2.				
3.				

Primary Speaker Contact Information
Member ID Number:

Daytime Phone Number:

Email Address:

Special Accommodations – Schedule Selection
This information assists ACA with programming and logistics. Please answer these questions on behalf of the speaker(s) that will present this session if accepted. **Due to the large number of speakers, ACA can only guarantee avoiding scheduling conflicts among primary speakers**

☐ **Thursday**　　　　☐ **Friday**　　　　☐ **Saturday**　　　　☐ **Sunday**

Guidelines for Accepted Proposals

I agree to the following statements:

Changes *
Once a proposal is accepted as a session, all changes to the proposal must be submitted by set deadlines.

Schedule *
ACA reserves the right to assign the day and time that accepted proposals will be scheduled. In addition, ACA reserves the right to publish any submission, in whole or in part, in any form by any printed, visual, electronic, or auditory means.

Registration *
All speakers whose proposals are accepted for presentation must register for the conference.

Status Updates *
Status updates will be sent by e-mail regarding acceptance of proposals. Invitations to present not acknowledged by the due date, will result in a session being dropped from the final program.

Promotion is Prohibited *
The exclusive promotion or sale of goods, services, or products during educational sessions at conference is prohibited. Speakers who are found to be engaging in such practices will have their sessions halted.

Audiovisual *
Each presentation room will be preset with the following equipment:

- 1-Laptop with Microsoft Office, audio, and audio amplified to audience
- 1-Handheld wireless podium microphone
- 1-Wired floor microphone
- 1-Wired head table microphone
- 1-LCD projector and screen

By checking this box, I give ACA, American Correctional Association, permission to upload all of the audio-visual functions that will be used during the workshop. This information will be streamed to ACA's virtual platform and displayed on ACA's social networking pages and website.