Form Overview
This submission is exclusively for proposals for the 2016 Conference. If you would like to submit a Pre-Conference Learning Institute, click "Back" and under Submission Form, click on "ACA 2016 Pre-Conference Learning Institutes".

Rules and Instructions

A) The same proposal may not be submitted multiple times. (e.g. a proposal submitted as a Learning Institute and also submitted as an Education Session; a proposal submitted as 60-Minute Education Session and also submitted as as 30-Minute Poster Session, etc.)

B) An individual may not be listed on more than two (2) ACA Conference Session (excludes invited sessions).

C) The primary presenter must be a current ACA member in good standing.

D) The primary presenter is the contact person and is responsible for notifying all co-presenters of acceptance, rejection, scheduling and any other information provided by ACA. The primary presenter's email address is the primary form of communication.

E) Presenters must hold an advanced degree (masters or higher) in a mental health field, or demonstrate completion of appropriate education and training with regard to the topic presented.

F) Presenters are responsible for all travel expenses including, but not limited to, lodging, transportation, and meals.

G) Presenters may not charge a separate attendance fee.

H) Presenters may not sell any products or services during the session or conference. Presenters who wish to sell products or services must purchase exhibit space.

I) Presenters must be able to attend the ACA 2016 Conference and be available to present any time during the conference (April 1-3, 2016).

J) Presenters must register for the Conference by December 15, 2015. Presenters who do not register by December 15, 2015 will not be listed in the Conference Program Guide or be allowed to present.

K) Presenters are responsible for preparing all materials to be distributed to attendees. Presenters grant ACA the right to use these handouts in any manner consistent with professional development.

L) Presenters must submit handout(s) electronically by February 1, 2016 to be posted online for attendees to access. If materials are not submitted by February 1, 2016 the presenter will be responsible for the duplication and distribution of the materials at the time of the Education Session at the presenter's expense: 100 handout copies for a 90-minute or 60-minute session.

M) Presenters attest to the fact that the information provided (including literature reviews and statement about data collected by proposal presenters) is true and accurate.

N) Recording of sessions is prohibited without written consent from ACA.

If you have read and agree to all of the rules and instructions above, click "Create New" below to begin your Conference Session submission.
<table>
<thead>
<tr>
<th><strong>Primary Presenter</strong></th>
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<tbody>
<tr>
<td><strong>First Name</strong></td>
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<td><strong>ACA Member Number</strong></td>
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</tbody>
</table>
**Education**

**Name of Institution***

**Degree Obtained***

**Area of Degree***

**Name of Institution** *(2)*

**Degree Obtained (2)**

**Area of Degree (2)**

**Employment / Experience**

**Current Title / Position***

**Current Employer*** List Self-Employed if in private practice.

**Bio for Promotional Use***

Characters: 0 of 2000 (2000 remaining), Words: 0

**Presenter Photo** Optional: Upload a presenter photo for promotional use.

You have uploaded 0 of 1 allowed files.

[Add New]

**Additional Presenters**

**Do you have additional presenters?** Note: Due to the limited space, Roundtable Sessions are limited to a total of two presenters.
**Additional Presenters**

<table>
<thead>
<tr>
<th>Field</th>
<th>Requirement</th>
<th>Value</th>
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<tbody>
<tr>
<td>First Name*</td>
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</tbody>
</table>
Zip Code*  

Daytime Phone*  Please include area code.  

Daytime Phone Extension  

Email Address*  

Member*  Are you currently a member?  
Yes  
No  

ACA Member Number*  

Education  

Name of Institution*  

Degree Obtained*  

Area of Degree*  

Name of Institution (2)  

Degree Obtained (2)  

Area of Degree (2)  

Employment / Experience  

Current Title / Position*  

Current Employer*  List Self- Employed if in private practice.
Proposal Information

Session Format

Session Format* Choose a format.

Bio for Promotional Use

Optional: Upload a presenter photo for promotional use.

You have uploaded 0 of 1 allowed files.

Add New
* 90- Minute Education Session
* 60 - Minute Education Session
* 60 - Minute Clinician Education Session (Proposals that focus on counseling techniques, strategies, and practice perspectives)
* 30 - Minute Research Education Session (Client - Focused Research Series)
* 30 - Minute Roundtable Session (Presentations given at a roundtable that accommodates up to 10 attendees)
* 30 - Minute Poster Session (Poster sessions take place in Convention Center Exhibit Hall; no AV or podium presentation; displayed on bulletin boards)

**Advanced Audience Level:** ACA offers the opportunity to list a program as Advanced. Advanced programs focus on providing a deeper level and reviewing current research on the topic. As such, all individuals submitting an advanced proposal agree to the following: a) The Education Session is designed for an audience with substantial knowledge on the current topic being presented; b) The Education Session will provide participants with opportunities to meet continuing education guidelines, all presenters will provide their vitas upon program acceptance.

**Advanced Audience Level**

Would you like to submit this proposal as Advanced and agree to the above conditions?

- Yes
- No

**Title of Session**

Do not use quotation marks.

**Note:** If this session is accepted for Conference, the title cannot be edited and will be printed, as submitted, in the Conference Program Guide.

**Tip:** Title wording is very important, as titles are the only Education Session information printed in the Advanced Registration Brochure.

Characters: 0 of 75 (75 remaining), Words: 0

All text areas below use character counters, **not including spaces**. If you created your text in a Word document, please ensure it fits within the maximum characters, not including spacing.

This proposal will be blind reviewed. **Do not include presenter name(s) and or affiliation(s) in the areas below.** Failure to comply will result in automatic disqualification.

**Rationale for the Proposal**

Including, but not limited to, a statement about the training you have received in this area, and / or research base of your proposal, as appropriate.

Characters: 0 of 2500 (2500 remaining), Words: 0

**Learning Objectives**

Identify three learning objectives; at least one identifiable objective must be focused on how professional counselors may use the knowledge presented to aid clients.
<table>
<thead>
<tr>
<th>Educational Content*</th>
<th>Topic, training and experience you have in the subject area, and / or theoretical foundations, nature of research, most important information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Audience and Area of Application*</td>
<td>e.g., school setting, private practice, child &amp; adolescents</td>
</tr>
<tr>
<td>Presentation Structure*</td>
<td>How you structure the presentation in order to involve the audience. (e.g., case examples, discussion, role play, exercise)</td>
</tr>
<tr>
<td>Handouts / Materials*</td>
<td>Kinds of materials each attendee will be provided online or in-person.</td>
</tr>
<tr>
<td>Expertise*</td>
<td>Relevant collective expertise of the presenters. Do not include presenter name(s) and or affiliation(s).</td>
</tr>
</tbody>
</table>
### Addressing Diversity*

Relevance of proposal content to multicultural / diversity, e.g., race, ethnicity, gender, disability / ability, socioeconomic status, sexual orientation, marital status, religious preference, culture, geographic location, and / or age.

### References

If applicable, provide current references.

### Program Guide Description*

Describe your presentation in 450 characters or less, not including spaces. Include only key points and benefits to attendees.

**Tip:** The Program Guide Summary wording is very important. The Conference Program Guide will only list the session title and summary, entered below, for attendees to select from.

### Primary Topic Category

Select a secondary topic, if applicable.

### Definitions:

**Evidence-Based Practices:** Proposals that focus on presenting the best available evidence, data, and /or research relevant to the topic.

**Professional Issues:** Proposals that focus on professional identity, public policy, or other issues that affect the counseling profession as a whole.
Research: Proposals that focus on either research-related skills or research conducted by the presenter(s).

Notification of acceptance of this proposal will be emailed to the Primary Presenter. Please be sure to contact Crystal Turner at cturner@counseling.org if you have any changes in your email address.