Rules and Instructions

A) The same proposal may not be submitted multiple times. (e.g. a proposal submitted as 60-Minute Education Session and also submitted as a 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 submit presentations that are in nature promoting a product or service, or sell any products or services during the session. Presenters who wish to sell products or services must purchase exhibit space.

I) Presenters must be able to attend the ACA 2019 Conference and be available to present any day/time during the conference.

J) Presenters must register for the Conference by **December 14, 2018**. Presenters who do not register by December 14, 2018 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 materials in any manner consistent with professional development.

L) Presenters must submit handout(s) electronically by February 1, 2019 to be posted online for attendees to access. If materials are not submitted by February 1, 2019 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 an Education Session, 50 copies for a Poster Session, and 20 copies for a Roundtable 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.

Primary Presenter

First Name*

Middle Name / Inital

Last Name / Surname*

Suffix

Address Line 1*

Address Line 2

City*

State

Province

Country*

Zip Code*

Daytime Phone*

Please include area code.

Daytime Phone Extension

Email Address*

Member*

The Primary Presenter must be a current ACA member in good standing. Are you a current member in good standing?

Yes

No

Education

Highest Mental Health Degree*

Other Mental Health Degree

Area of Degree*

Year Obtained*

Employment / Experience

Current Title / Position*

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

Bio for Promotional Use*

Characters: 0 of 1000 (1000 remaining), Words: 0

Presenter Photo for Promotional Use Optional: Upload a presenter photo for promotional use. Photo should be no larger than 120 x 150 pixels.

You have uploaded 0 of 1 allowed files.
Add New

Additional Presenters

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

Yes

No

Additional Presenters

First Name*

Middle Name / Initial

Last Name / Surname*

Suffix

Address Line 1*

Address Line 2

City*

State

Province

Country*

Zip Code*

Daytime Phone*

Please include area code.

Daytime Phone Extension

Email Address*

Member*

Are you currently a member?

- Yes
- No

Education

Highest Mental Health Degree*

Other Mental Health Degree

Area of Degree*

Year Obtained*

Employment / Experience

Current Title / Position*

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

Bio for Promotional Use*

Characters: 0 of 1000 (1000 remaining), Words: 0

Presenter Photo for Promotional Use Optional: Upload a presenter photo for promotional use. Photo should be no larger than 120 x 150 pixels.

You have uploaded 0 of 1 allowed files.
Add New

Proposal Information

Session Format

Session Format* Choose a format.

* 90- Minute Education Session
* 60 - Minute Education Session
* 60 - Minute Clinician Education Session (Proposals that focus on counseling techniques, strategies, and tactics)
* 30 - Minute Research Education Session (Client - Focused Research Series)
* 30 - Minute Roundtable Session (Presentations given at a roundtable that accommodates up to 10 attendees; no A/V equipment will be available)
* 30 - Minute Poster Session (Poster sessions take place in Convention Center Exhibit Hall; no AV or power cords will be available. Presentation will be displayed on bulletin boards)

90 - Minute Education Session

- ○ 60 - Minute Education Session
- ○ 60 - Minute Clinician Education Session
- ○ 30 - Minute Research Education Session
- ○ 30 - Minute Roundtable Session
- ◉ 30 - Minute Poster Session

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 of 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. Why is this topic important in counseling?

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 help clients.

Learning Objective 1*

Characters: 0 of 1000 (1000 remaining), Words: 0

Learning Objective 2*

Characters: 0 of 1000 (1000 remaining), Words: 0

Learning Objective 3*

Characters: 0 of 1000 (1000 remaining), Words: 0

Educational Content*

Topic, theoretical foundations, nature of research, most important information.

Characters: 0 of 1000 (1000 remaining), Words: 0

Target Audience and Area of Application*

e.g., school setting, private practice, child & adolescents

Characters: 0 of 1000 (1000 remaining), Words: 0

Poster Outline*

How will you structure your poster?

Characters: 0 of 1000 (1000 remaining), Words: 0

Expertise*

Relevant collective expertise of the presenters. **Do not include presenter name(s) and or affiliation(s).**

Characters: 0 of 1000 (1000 remaining), Words: 0

Addressing Diversity (required for theory and practice sessions only)

How does your session address multicultural / diversity, e.g, race, ethnicity, gender, disability / ability, socioeconomic status, sexual orientation, marital status, religious preference, culture, geographic location, and / or age.

Characters: 0 of 1000 (1000 remaining), Words: 0

References/Resources

If applicable, provide current references and/or resources. If your topic is on ethics, please cite the specific ACA Code of Ethics section(s).

Characters: 0 of 1000 (1000 remaining), Words: 0

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.

Characters: 0 of 450 (450 remaining), Words: 0

Primary Track*

Additional Track

Select a secondary track, 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 Deborah Beales at dbeales@counseling.org if you have any changes in your email address.