

REQUEST FOR PROPOSAL



The 2020 Disability & Mental Health Summit will take place on March 6, 2020 at the David L. Lawrence Convention Center in Pittsburgh, PA.

The 2020 Disability & Mental Health Summit Planning Committee is seeking proposals for Summit workshops geared for people impacted by disabilities and mental health concerns. Our audience is varied, consisting of parents, family members, caregivers, advocates, service providers, educators, medical professionals, government officials, legal professionals, inclusive employers, and mental health professionals. Sessions are 60 minutes in length, and should include 10-15 minutes for Q&A.

We are seeking session proposals that focus on disability and mental health concerns across the lifespan and will include programming relating to a broad range of disability types. Proposed topics may relate to new research, medical updates, inclusion, early intervention, school-age issues and supports, transition to adulthood including post-secondary education and the workplace, legal issues and regulations, inclusive employment, co-occurrence of diagnoses, behavioral challenges and supports, family supports and services, community supports and services, advocacy, disability concerns for adults and those who are aging, and other related topics.

Submission deadline is September 30, 2019.

The 2020 Disability & Mental Health Summit is a one-of-a-kind event in western Pennsylvania. This year, we are celebrating the 30th anniversary of the ADA. We expect over 2000 attendees, and we will offer over 25 hours of workshops on a variety of disability and mental health topics.

Important Dates

- Proposal Submission opens – July 1, 2019
- Proposal Deadline – September 30, 2019 at 11:59 PM EST
- Speaker notification of acceptance – early November 2019

General Guidelines

- Proposal submissions will only be accepted via email to Llarkin@pahouse.net.
- One individual may submit multiple proposals for consideration. Each topic must be submitted separately and include all of the required fields.
- If there are multiple speakers for one workshop, the lead speaker should complete the “Workshop Proposal Form” and list additional speakers and their information in the fields provided.
- Incomplete, late, or incorrectly submitted proposals will not be considered.
- Speakers will not be paid an honorarium or reimbursed for travel expenses.

The following information is required when submitting a proposal:

1. **Personal Information**

- a. Name
- b. Title
- c. Organizational affiliation (if any)
- d. Email and phone number

2. **Session Title**

- a. Choose a title that catches the audience's attention

3. **Session Abstract**

- a. Provide a BRIEF three-sentence (maximum) summary of the proposed session. This summary will be used to prepare the conference program description.

4. **Session Description**

- a. The description should be no more than 350 words and should accurately depict the content of your session and the learning objectives that will be addressed, in order to attract the appropriate audience. Presenters should consider ways for sessions to be engaging, interactive, and hands-on, and should consider including real world scenarios to walk participants through the application of an idea or tool. Please draft your description in narrative form and do not use bullet points.

5. **Target audience(s)**

6. **3-5 Learning Objectives**

- a. *"At the end of the session, participants will be able to..."*

7. **Complete list of speakers**

For each speaker, please include the following:

- a. **Speaker Name:** Include any professional designations if applicable (AICP, PP, PhD, PP, RLA., etc.)
- b. **Speaker Organization/Agency/Company**
- c. **Speaker Telephone**
- d. **Speaker Email**
- e. **Speaker Biography:** Narrative of 100- 200 words written in the 3rd person that includes the speaker's current position, professional credentials, education and 2-3 sentences describing the speaker's expertise in the subject matter. **DO NOT submit resumes or bulleted lists.**
- f. **Speaker Photo**

8. **Audio Visual requests**

- a. Please list any projectors, laptops, speakers or other equipment desired. There are no guarantees, but you will be notified if we can't comply with requests.

Review process:

Session proposals are reviewed based upon the following criteria: quality of the program proposal; content of program goals and outcomes; and appropriateness of presentation to event audience. We encourage partners to collaborate on joint proposals. Available space and the balance of topics across the event will also be considered in making final session determinations.

Any proposals submitted after the deadline will not be accepted.

All speakers will be notified of their proposal status early in November. If your proposal is selected, we request that you accept the invitation within three business days of notification, so that the session schedule can be created and posted.

Note: 2019 Summit website: DisabilitySummit.com