

2014 CONFERENCE CALL FOR PRESENTATIONS AND PAPERS

BRAGA 2014: *Embracing Inclusive Approaches for Children and Youth with Special Education Needs*

Braga, Portugal
14-17 July 2014

DEADLINE FOR SUBMISSION – 31 October 2013

The University of Minho and the Division of International Special Education & Services (DISES) and Susan O'Rourke, cordially invite all interested parties to submit presentation proposals for the 2014 Braga Conference—*Embracing Inclusive Approaches for Children and Youth with Special Education Needs*. Session presentations occur Monday through Thursday of conference week and are selected from this Call. Translation to Portuguese and Spanish will be available in all keynote addresses and selected sessions.

Submit your proposal online at www.dises-cec.org/Braga.html

IMPORTANT INSTRUCTIONS:

Please be sure to review all of the information and instructions regarding proposal submission prior to completing the online proposal form. If you have any difficulty submitting your proposal online, please contact Nuno Pinto - nuno.pinto@abreu.pt or Lurdes Catalino - lurdes.catalino@abreu.pt

Please read all instructions carefully and follow prompts. All fields must be completed to be considered.

- It may be helpful to develop your proposal description prior to beginning the online form.
- Be sure to review your proposal thoroughly before submitting.
- Proposals that do not meet stated guidelines will not be reviewed.
- All proposals are due on **31 October 2013**. You will receive notification when your proposal is received. If you have not received this notification by **10 November** please contact Nuno Pinto - nuno.pinto@abreu.pt or Lurdes Catalino - lurdes.catalino@abreu.pt

All presenters will be required to pay for their own attendance and register for the Conference.

SELECTION CRITERIA

The Program Chairpersons, in conjunction with the Program Advisory Committee, will select proposals based on the following criteria:

- (A) **Importance of the Topic to the Field**
 - (1) Rationale for the presentation
 - (2) Measurable participant outcomes
 - (3) Appropriateness of the mode of presentation to the content, participant outcomes, and number of presenters
- (B) **Usefulness to Practitioners**

How the session will translate into improved practice
- (C) **Relevance to Learners, Families, and/or Educators of Diverse Groups** (i.e., culture, gender, language, race/ethnicity, religion, sexual orientation, socioeconomic status, families and/or educators with disabilities, other)
- (D) **Evidence of the Effectiveness of the Practice or Content to be Presented**

Use these guidelines to address "Selection Criterion (D) - Evidence of the Effectiveness of the Practice or Content to be Presented."

The term *evidence-based* typically refers to randomized control trials or high-quality quasi-experimental studies or single-subject studies that support the effectiveness of an intervention. Because not all proposals submitted for the conference focus on interventions, a broader conceptualization of the term *evidence of effectiveness* is used here to include policy practices and practitioner sources of evidence. The submission should indicate the category of evidence within which the intervention/practice falls: (1) group design or single-subject intervention research, (2) policy research, or (3) practitioner evidence.

Please Note: Proposals that promote commercially available products, services or programs, will not be accepted.

SECTION A: All proposals must be submitted in English* and include all the information requested as delineated below:

1. **Title of Presentation:** *Limit to 12 words.*
Longer titles will be edited.

2. **Abstract:** *Limit to 75 words.*
Provide a brief summary that clearly relates to topic area and to the learner outcomes.

3. **Type of Session Requested:**

Two presentation formats are available. Select the format that best fits the content and learner outcomes of your proposal from those listed below. **Due to limited program slots, the Program Chair and Program Advisory Committee may determine it necessary to assign your session a format different from the one you select.**

Multiple Presentation Panel: 1- to 1.5 hour sessions in which 3 or 4 presenters are given approximately 15-20 minutes each to present their papers on a common topic. **The Program Chair and Program Advisory Committee will group and assign proposals to these sessions.**

Poster: 45-minute sessions which visually present a research study, program or project. Poster sessions are designed to foster maximum interaction with the audience. Typically, there are multiple poster sessions assigned to each time slot. Attendees move through the room from poster to poster. **Poster session presenters must: (1) prepare a poster exhibit of high quality that can stand alone in conveying information, and (2) attend the entire poster session and address questions from attendees.**

Please Note: No audiovisual equipment is provided for poster sessions and there will not be any power for laptops and other equipment in the poster session area.

4. Identify a topic area:

- Research**
- Practice**
- Policy and Advocacy**
- Arts in Special Education**

5. Acceptance of another session type: If you are willing to accept another session format, please check the appropriate box.

6. Obligation of Presenters

If a presenter is involved in presentation(s) and poster session(s), the individual is required to present at all sessions.

ALL PRESENTERS ARE REQUIRED TO REGISTER FOR THE CONFERENCE. FAILURE TO REGISTER WILL RESULT IN CANCELLATION OF YOUR SESSION!

7. Number of Presenters Including Proposer

Indicate the total number of presenters who will be participating in the presentation.

8. Proposer Contact Information

The following information is required for the proposer and will be recorded when you first enter the submission site.

- Name
- Position and Title
- School/Organization
- Permanent Mailing Address
- Telephone/Fax number
- E-mail address
- Country

It is the responsibility of the proposer to notify BRAGA2014 of address change

9. Indication of preferred language: In the event that the Program Committee is able to identify sessions that would better meet participants needs if presented in Portuguese or Spanish, it would be helpful to have this information.

- English**
- Portuguese**
- Spanish**

NOTE ABOUT LANGUAGE: Keynote addresses and invited sessions will have simultaneous translation available however, multi-sessions will be in English unless the Program Committee determines that a session would better meet participants needs if presented in Portuguese or Spanish.

SECTION B: DESCRIPTION OF THE PROPOSAL

Provide a detailed 300-350 word description of your proposal, organized in terms of the four selection criteria (see p. 1 of this document and below).

- (A) **Importance of the Topic to the Field**
 - (1) Rationale for the presentation
 - (2) Measurable participant outcomes
 - (3) Appropriateness of the mode of presentation to the content, participant outcomes, and number of presenters

- (B) **Usefulness to Practitioners**
How the session will translate into improved practice

- (C) **Relevance to Learners, Families, and/or Educators of Diverse Groups** (i.e., culture, gender, language, race/ethnicity, religion, sexual orientation, socioeconomic status, families and/or educators with disabilities, other)

- (D) **Evidence of the Effectiveness of the Practice or Content to be Presented**

Each proposal is reviewed without proposer identification. Your proposal abstract and description should not contain any identifying information. Proposals containing any identifying information will be removed from consideration. Do not use abbreviations or acronyms.

*(*Provide 1-3 participant outcomes. Outcomes must be appropriate for your intended audience and the focus of your proposal; they should precisely describe the skills, knowledge, and/or behaviors that participants will know or be able to demonstrate after the session.)*

SECTION C: COMMITMENT TO REGISTER AND VERIFICATION

Signature of Proposer and Date Proposal Submitted

Your submission of a proposal constitutes a commitment by ALL individuals participating in the presentation to register for the conference if the proposal is accepted.

If your proposal is accepted, your conference registration is **due no later than March 15, 2014. If registration fees are not paid by this date, the session will be canceled.** Your signature verifies your commitment to register and that your proposal does not promote commercially available products, services or programs.

THE CONFERENCE PROGRAM

The program will contain your session title and abstract as edited by staff.

FREQUENTLY ASKED QUESTIONS

1. What will happen to my proposal once it is received?

Your proposal will be assigned to a review team of 2-3 reviewers who have been identified by the Program Chair and who have knowledge and expertise in the specific topic areas and/or area of high interest you indicated. Each proposal is reviewed without proposer identification. Your proposal abstract and description should not contain any identifying information. Proposals containing any identifying information may be removed from consideration. Reviewers are guided in their review by the selection criteria stated above. Your proposal will receive a score for each criterion and a recommendation from each individual reviewer to “Accept”, “Wait List”, or “Not Accept”. Scores, recommendations, and any comments are sent to the Program Advisory Committee Chair. The Program Chair will select Team Leaders who will review the scores and recommendations for his/her topic area and make a final recommendation to accept, wait list, or not accept each proposal. The PAC members as a whole will then meet to discuss all accepted proposals and to consider program balance and insure that important topical areas are represented on the conference program.

2. When will I hear about the status of my proposal?

Each proposer will be notified of the status of their proposal in January. If your proposal is accepted, you will also receive information regarding conference registration, requirements and be asked to complete a few more forms regarding session leader(s) and presenters.

4. Can I request that my session be scheduled for a particular day and time?

Individual requests for particular times cannot be guaranteed.

BRAGA 2014 Conference

Deadline for Online Submission: 31 October 2013

Important Dates:

- **31 October 2013:** Proposals due via www.dises-cec.org/Braga.html
- **10 November 2013,** it is your responsibility to contact Nuno Pinto - nuno.pinto@abreu.pt or Lurdes Catalino - lurdes.catalino@abreu.pt If you have not received verification of submission
- **January, 2014:** Notification of outcome (accepted, wait listed, or not accepted.) will be sent to you in January.
- **March 15, 2014** Registration for presenters must be received by this date to avoid cancellation of your session.

Four topic areas will be included in the conference program. Selection of the topic is important to ensure that your proposal is directed to reviewers qualified to make the most appropriate evaluation of its merits. Areas will also be considered by the Program Chair and Program Advisory Committee in developing a balanced conference program.

Focus areas are listed below; please select *one*:

1. Research
2. Policy/Advocacy
3. Practice
4. The Arts in Special Education

Without you, the Braga 2014 Conference won't be the same. Submit a proposal today! Don't forget – proposals are due on **31 October 2013**.

See you in Braga!