Alberta Career Development Conference

ACDC 2017: The Evolution of Career Development

Hosted by the Career Development Association of Alberta (CDAA)

May 3 & 4, 2017
Fantasyland Hotel, West Edmonton Mall, Edmonton, Alberta

Call for Presenter Proposals

INVITATION

The Career Development Association of Alberta (CDAA) is excited to host the fourth annual Alberta Career Development Conference (ACDC) at the Fantasyland Hotel, West Edmonton Mall, Edmonton, Alberta. The 2017 conference theme, The Evolution of Career Development, is an extension of CDAA's motto: Current. Connected. Committed. In addition to hosting ACDC 2017 the CDAA will also be celebrating its 20 year anniversary. What an exciting time for career development in Alberta!

This world class professional development opportunity will host approximately 300 delegates and offer a dynamic program of 42 concurrent sessions, 20 exhibitor booths, and two keynote speakers.

Last year's program was, as reported by many conference delegates, exceptional. The breadth of topics and the quality of presenters resulted in the conference being described as the best many had attended. We look forward to your proposal to present and to making this conference even better than the last.

The ACDC Program Committee invites you to respond to this Call for Presenters for the 2017 Alberta Career Development Conference being held on May 3 & 4, 2017 at the Fantasyland Hotel, West Edmonton Mall, Edmonton, Alberta. As a concurrent session presenter you will have the opportunity to contribute to the professional development of Career Development Practitioners from across Canada and the growth of career development in Alberta.

Hosted by the CDAA with support from various career development organizations across the province this annual event is the career development conference of choice for CDAA members, related professionals, and the broader career development community. Your presentation will address the conference theme, "The Evolution of Career Development", by providing delegates with perspectives, knowledge, and insights to influence their career development. Presentations that focus on research, strategies, resources, and tools will be welcomed. Your own evolution will guide the development of your presentation.

ACDC 2017: The Evolution of Career Development

Call for Presenter Proposals

Proposals will address one or more of the conference streams:

- Career Counselling / Coaching Techniques
- Trends, Tools, and Technology
- Career Development Research and Theories
- Workforce Planning and Development
- Personal Development and Wellness
- Leadership, Supervision, and Mentorship
- Best Practices for Diverse Client Groups

The application deadline for proposals is November 15, 2016.

You will be notified of your acceptance as a presenter by December 31, 2016.

The following guidelines and terms apply to all proposal submissions:

1. Presenter(s) Identification. One presenter must be identified as the Primary Presenter. All presenters are bound by the guidelines and terms of this invitation and must be listed, with contact information, on the application. All conference follow-up information, including acceptance or decline of the proposal and registration details, will be sent via e-mail to the Primary Presenter who will then have the responsibility to pass the information on to all additional presenters.
2. Promotion of books, tools, resources, and services. If your session will promote a particular book, tool, resource, or service please indicate so in your session description. The Exhibitor Fair is an excellent opportunity to promote your good / services beyond what would be considered appropriate in a concurrent session.
3. Session Duration. Concurrent sessions will be 75 minutes in length. Please be mindful that the presenter(s) in the session following yours will need time to set up; kindly plan to end your session at the scheduled time. There will be opportunities for networking outside of the concurrent sessions.
4. Presentation Content. Please ensure that your presentation matches the description provided in the application. Only the Primary Presenter will be able to make changes to the description. Please coordinate any changes/edits to the description and have the Primary Presenter send the revised documents to ed@careerdevelopment.ab.ca no later than **January 15, 2017**.
5. Image. If you would like to include an image with your proposal application for print or web promotion purposes please provide a high resolution / print quality (300ppi) RGB JPEG of all presenters with your presenter proposal.
6. Session Material. You agree to provide your own handout materials, if required, as part of your session.
7. Copyright. You attest that the material in your presentation is created and owned by you and will not infringe the copyright of others.
8. Conference Registration. If accepted, all presenters agree to register for the ACDC, at a discounted rate, by **March 15, 2017** and must be present and participate as proposed.

9. Presenter Costs. You have sole responsibility for accommodation, travel, and any additional costs associated with your presentation. **The 2 day presenter registration rate is $225.00 + GST and the 1 day presenter registration rate is $150.00 + GST.**
10. Presenter Equipment. Presenters are asked to supply their own laptop and appropriate VGA cable, if one is needed, for their session. Projectors, projection screens, and microphones will be provided. Note that fees associated with additional equipment needs will be the responsibility of the presenter. All laptops accompanied by a standard VGA cable will be compatible with the projectors provided. Apple products will require an adaptor to connect to the VGA outlet.
11. Conference Proceedings. If you would like to have your presentation materials made available on the CDAA website, you will provide the CDAA with an electronic copy of all materials related to your presentation by **May 31, 2017** to ed@careerdevelopment.ab.ca.
12. Submission Deadline. The completed application must be received by **November 15, 2016**.
13. Proposal Selection. The CDAA reserves the right to request edits to titles, descriptions, and biographies; make final presentation selections; and request additional proposals as applicable. You will be notified regarding the acceptance or decline of your proposal by **December 31, 2016**.

Please submit your completed application by November 15, 2016 and direct any questions regarding the Call for Presenter Proposals to Paula Wischoff Yerama at ed@careerdevelopment.ab.ca.

APPLICATION

PRESENTER INFORMATION

*******The number of presenters / session will be limited to **four (4)**.

Primary Presenter (Presenter 1):

Name: _____

Telephone: _____ Email: _____

Organization: _____

Mailing Address: _____

Position: _____

Additional Presenter (Presenter 2) (if applicable): _____

Name: _____

Telephone: _____ Email: _____

Organization: _____

Mailing Address: _____

Position: _____

Additional Presenter (Presenter 3) (if applicable): _____

Name: _____

Telephone: _____ Email: _____

Organization: _____

Mailing Address: _____

Position: _____

Additional Presenter (Presenter 4) (if applicable): _____

Name: _____

Telephone: _____ Email: _____

Organization: _____

Mailing Address: _____

Position: _____

Presenter Bio(s):

Please enter presenter bios according to the identical order of presenters listed above. Maximum 75 words. Bios will appear in the conference program and on the website.

Presenter 1:

Presenter 2:

Presenter 3:

Presenter 4:

PRESENTATION INFORMATION

Presentation Title:

Summary of Presentation:

Summary description of your presentation for inclusion in the conference program and on the website – maximum 75 words. Please indicate in your description if your presentation will promote a particular book, tool, resource, or service.

Presentation Learning Objectives:

Please state at least three learning objectives or outcomes.

_____

_____

_____

Exhibitor Fair:

Are you or your organization interested in purchasing a booth at the Exhibitor Fair?
☐ Yes ☐ No

If yes, an Exhibitor Fair application will be forwarded to you by email.

Previous Presentations:

Have you presented this session at other conferences? ☐ Yes ☐ No

If yes, please provide details of these presentations and the delegate group. List event name, delegate group, date and website address (if applicable).

_____

_____

_____

Materials/Audiovisual Requirements:

Please list your requirements. This information will be considered correct.
☐ Projector / Projection Screen
☐ Speakers
☐ Flip Chart / Markers
☐ Internet
☐ Other, please specify: _____

*Presenters are asked to supply their own laptop and appropriate VGA cable.

Session Categories and Streams:

1. To what practitioner experience is this session targeted?

☐ Emerging Practitioner (0-3 yrs)
☐ Intermediate Practitioner (4-7 yrs)
☐ Seasoned Practitioner (8+ yrs)
☐ Self Employed Practitioner
☐ Other, please specify: _____

2. Please indicate what stream best represents your presentation:

☐ Career Counselling / Coaching Techniques
☐ Trends, Tools, and Technology
☐ Career Development Research and Theories
☐ Workforce Planning and Development
☐ Personal Development and Wellness
☐ Leadership, Supervision, and Mentorship
☐ Best Practices for Diverse Client Groups
☐ Other, please specify: _____

Application to present at the ACDC indicates that you are aware of, and agree to, the following:

- Presenters wishing to provide handouts to conference delegates will be responsible for the printing and distribution according to the numbers provided by the CDAA.
- Presenters will abide by the CDAA Code of Ethics (http://www.careerdevelopment.ab.ca/ethics).
- Presenters will ensure that their sessions start and finish on time, while ensuring adequate time for group discussion / questions during presentation, as applicable.
- Presenters will maintain a welcoming and respectful environment, and will comply with conference guidelines and terms as well as requests of conference committee and administration.
- If accepted, presenters will present the session as described in the application.
- If accepted, do you give permission to the CDAA to publish your PowerPoint presentation and/or handouts (if applicable), post conference, on the CDAA website?
  ☐ Yes ☐ No
- If accepted, do you give permission to the CDAA to audio or video tape your presentation?
  ☐ Yes ☐ No

Presenter Benefits:

Presenting at the Alberta Career Development Conference provides you with an opportunity to connect with career development practitioners and to:

- Increase your professional profile or the profile of your organization or program.
- Share best practices with your colleagues to advance the career development field.
- Receive complete feedback from your workshop participants which will be collected, tabulated, and distributed to you by the CDAA.
- Earn Continuing Education Credits towards re-certification (if applicable).
- Attend the ACDC at a reduced rate; a maximum of four (4) presenters per session will each receive a $50.00 conference registration discount ("full conference" registration) or $25.00 conference registration discount ("day of session" registration).

Applicant Agreement:

I have read and understand the guidelines and terms of submission regarding presenting at the ACDC. I agree to register for the conference as a presenter, if selected, and to abide by these guidelines and terms.

Signature: _____ **Date**: _____

Note from the Program Committee:

Thank you for your interest in presenting at the Alberta Career Development Conference (ACDC). All proposals will be carefully evaluated by the program committee and selected based on established criteria. With the goal of hosting a modest, manageable, and sustainable conference there are a limited number of concurrent session spots available and we may not be able to accommodate all proposals this year.

Privacy Notice:

Any information that is collected from you on this application form, that you specifically and knowingly provided, will be kept in the strictest of confidence.