



2011 NCDA GLOBAL CAREER DEVELOPMENT CONFERENCE

CALL FOR PROPOSALS

2011 NCDA Global Career Development Conference

Celebrating our Past: Achieving our Dreams

June 30-July 2, 2011

**Grand Hyatt
San Antonio, Texas**

Call for Proposals

Each year we have the opportunity to come together as friends and valued colleagues to network, learn, renew and celebrate our achievements. The 2011 conference will be no exception!

As President of NCDA, it is with much delight that I invite you to participate in this year's NCDA Global Conference in San Antonio, TX, June 30-July 2, 2011. We are seeking proposals for presentations and roundtables that will offer every opportunity to recognize our achievements and to explore ways to reach for our dreams. Our hope is to yet again focus on practice and to have everyone come away with new knowledge and techniques from top notch professionals.

If you have never visited the Alamo City, you are in for a treat! The location of the conference with its historical setting is a perfect location for our conference theme "Celebrating Our Past: Achieving Our Dreams". You can stroll, meander, float and explore the beautiful River Walk (Paseo del Rio) with over three miles of retail shopping, restaurants and night clubs. The conference hotel is the new (opened in 2008) Grand Hyatt which offers a blend of modernism and Latin culture with bold colors and wonderful food selections. You can find a treasure trove of rich art, American history and Southwest Culture just minutes away from the hotel.

We look forward to your proposal!

Cheri Butler

Cheri Butler
NCDA President
2010-2011



We invite submissions from anyone interested in career development.

Types of Programs

Presentation – 60 - 70 minute traditional format.

Roundtable – Two consecutive 30-minute overview presentations at a roundtable that accommodates 10+ people; no A/V equipment will be available.

Presentations and roundtables sessions will occur Thursday, June 30 through Saturday, July 2.

Conference Audience

The audience for the National Career Development Association's Global Conference includes career and school counselors, counselor educators, Career Development Facilitators (CDFs) and CDF Instructors, teachers, policy makers, workforce development professionals, career development practitioners at all age levels (K-12, post-secondary, adult) and in all settings (school, college and university, government, military, business, agency, one-stop career centers, corrections, and private practice).

Conference Topic Areas

We encourage submissions that highlight the conference theme, **Celebrating our Past: Achieving our Dreams**. Additionally, all proposals will be considered as they relate to the richness of career development.

- a) Innovative career development programs, research projects, and activities that address (and/or have been successfully implemented in a variety of settings with) diverse populations.
- b) Collaborative, creative, and effective strategies for meeting the career development needs of persons across generations, including older workers, youth, and transitioning adults.
- c) Effective techniques used to address societal concerns and current issues, including returning military, economically disadvantaged populations, and global audiences.
- d) Innovative use of career information and career resources in service delivery and instruction.
- e) Creative and effective uses of technology in delivering career assessments, guidance, occupational information, and related career development services.
- f) Successful partnership ventures and collaborative efforts designed and implemented to deliver career development services and programs.
- g) Creative and/or collaborative applications for theory, research, and practice.

Persons submitting proposals are encouraged to highlight the application to the extent that it pertains to both the conference theme as well as **Inspiring Careers ~ Empowering Lives**.

Presentation Focus

- a) General
- b) K-12
- c) College and University
- d) Business and Industry
- e) Government and Public Agencies (e.g., one-stop career centers, corrections)
- f) Private Practice and Consulting
- g) Non-Profit Agencies
- h) Counselor Education and Supervision

Submission Information

Be clear and concise. Proposals are limited in length. Additional information will not be accepted or considered in the review process.

Submission Instructions: Proposals must be electronically submitted via our online form at www.ncda.org. Visit our web page at www.ncda.org and follow the conference link. The submission form will be open Tuesday, August 3rd thru Thursday, September 30th.

Correspondence regarding program proposal acceptance and confirmation will be made via email. A confirmation page will follow the submission screen once you click 'submit' on the form. You will also receive a confirmation email. If you do not see a confirmation screen following your submission or receive an email please contact Bobbi Carter at bcarter@ncda.org or phone (918) 663-7060.

Deadline for Submission: Midnight on Thursday, September 30, 2010. Submissions will not be reviewed past this time unless otherwise posted on the NCDA website.

Program Selection Process: The NCDA Conference Program Committee will review all proposals. Final decisions will be based on quality, intended audience, and relation to the conference theme. The presentation chair will be notified via email of acceptance or rejection of the proposal no later than Wednesday, December 8, 2010. The presentation chair is responsible for communicating with others on the program.

If you do not receive an email notification of your acceptance or decline from NCDA by December 8, 2010, please contact Bobbi Carter at bcarter@ncda.org or phone (918) 663-7060.

Conference Registration

Paid registration for the National Career Development Association's Global Conference is required of all presenters. Registration deadline for all presenters is Tuesday, March 1, 2011. Failure to register by the deadline may result in cancellation of your program. You must be available to present at any time scheduled during the conference (Thursday, June 30 – Saturday, July 2). Requests for specific days and times cannot be honored. Please see further Conference Registration information on page 6.

A/V Equipment/Internet Connections

Meeting rooms will be equipped with Screen, head table, and electric for possible equipment. Audio visual equipment such as overhead projectors and flip charts are available upon request. Conference management will not provide LCD/Data projectors, computers, laptops, or any other type of computer equipment. Presenters must bring their own LCD/computer equipment or incur the cost individually. No A/V equipment will be available for roundtable sessions.

A limited number of presentation rooms will be equipped with Internet access. If you are not selected for one of these rooms, the conference can provide additional Internet connections at the expense of the presenter (approximately \$200 each).

Handouts

Presenters are responsible for providing a minimum of 50 handouts per session. Room capacity may necessitate a higher quantity of handouts, and you will be notified in advance of the size of your presentation room. Please prepare handouts in advance of the conference. On-site photocopying will be available at the presenter's expense.

Presentation Proposal Requirements

Please limit your submission to the specific amount of characters/words. Any additional verbiage won't be included to the reviewers.

Please review the Call for Proposals Information thoroughly before submitting your proposal to insure you and your presenters are in agreement with all requirements.

1. Title of Presentation (100 characters or less)
2. Goals and Objectives– indicate the goals and objectives of the presentation. (100 words or less)
3. Program Description
 - a. Abstract (50-word summary to appear in the conference program)
 - b. Summary of information, program, service, resource, technique, theory, or research to be presented (150 words or less)
4. Presentation Chair Contact Information
 - a. Name, title, institution/organization
 - b. Address, city, state, country, postal code
 - c. Phone, email
5. Additional Presenter(s) Information For program book printing purposes
 - a. Name, institution/organization
6. Conference Topic Area – indicate for which topic area(s) would be applicable (see list above). Select as many topic areas as applicable.
7. Presentation Focus: Choose one of the areas listed below that best describes your program's audience:
 - a. General
 - b. K-12
 - c. College and University
 - d. Business and Industry
 - e. Government and Public Agencies (e.g., one-stop career centers, corrections)
 - f. Private Practice and Consulting
 - g. Non-Profit Agencies
 - h. Counselor Education and Supervision
8. Program Type – Indicate which program type you prefer:
 - a. Presentation
 - b. Roundtable
9. Method of Presentation
 - a. Panel
 - b. Lecture
 - c. Debate
 - d. Demonstration
 - e. Media
 - f. Question and Answer
 - g. Other
10. Relevance to Conference Theme (*Celebrating our Past: Achieving our Dreams*) (100 words or less)

11. A/V Equipment

List all A/V equipment requested and Internet connection if needed. (A/V equipment is not available for roundtable sessions; Internet is based on availability)

Please note: Conference management will not provide LCD Power Point projectors and/or laptops.

12. Presentation Releases and Agreements

The Presentation Chair must initial the following statement in the submission indicating your assent to its conditions:

I understand that I, and all other presenters, must register for the National Career Development Association's Global Conference and pay the appropriate conference fee(s) by Tuesday, March 1, 2011. I understand that I will furnish a minimum of 50 handouts for each presentation for which I am selected. I understand and commit to present the program proposal for which I have submitted. Should my content include resources which are available for sale I understand I cannot sell items during a presentation and only in the exhibit hall by the purchase of an exhibit booth am I entitled to sell resources. I understand and adhere to all of the above and should I not adhere to any portion of this statement NCDA has the right to cancel my program immediately.

Proposal Scoring

Each program proposal will be evaluated on the degree to which they meet the following criteria:

1. Demonstrates "best practice(s)" in career development
2. Applies to career practitioners
3. Relevant and timely to conference topic areas
4. Overall appeal of program content
5. Well-articulated presentation of program content
6. Addresses conference "focus" issues: general; K-12; college and university; business and industry; government and public agencies; private practice and consulting; research and theory; or graduate students

Conference Registration

Check the NCDA website at www.ncda.org for up-to-date conference information. Conference registration brochures will be available in January 2011. Online conference registration will be available in the Fall of 2010.

Registration rates will range from \$295 - \$350 for full conference and \$150 - \$180 for a one-day registration. Discounted rates are available for students and retired attendees. Early bird rates will be available for those registering online prior to February 2011.

Accommodations will be at the Grand Hyatt San Antonio. The conference rate will be \$139 single/double occupancy plus applicable tax. Online hotel reservations will be available on the NCDA Website at www.ncda.org in Fall of 2010.

We look forward to receiving your proposal!