

**PROPOSAL FORM FOR 2013 UAAACT CONFERENCE  
BREAKOUT SESSIONS**

**Submission Deadline: January 9, 2013**

**Proposals must be submitted by email to: [cboogaar@utah.gov](mailto:cboogaar@utah.gov)**

The 2013 UAAACT Conference will be held at the Provo Marriott Hotel and Conference Center (101 West 100 North, Provo, Utah 84601) on February 27 and 28, 2013. Approximately 350 individuals will attend the conference. Session attendance may vary from 30 to 100 participants. UAAACT teams selected to present will earn a \$500 equipment stipend for their team.

**Tips for Preparing your Proposal**

- Be innovative and creative. This is a competitive process and reviewers are looking for sessions that will help conference participants understand and support the use of AAC devices and other assistive technology tools in public school settings.
- Avoid abbreviations and acronyms that don't clearly explain what the session is about.
- Comply with word limits.

1. Check your preferred session format:  
\_\_\_ 60 minutes    or    \_\_\_ 90 minutes

**2. PRESENTER**

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
CO:PRESENTER/S  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_

**3. TITLE OF PRESENTATION:**

**4. SESSION DESCRIPTION:** Please limit your description to 40 words. Since your description will be printed in the conference program, we recommend you use clear and engaging language to draw conference participants to your session if your proposal is accepted:

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5. Target Audience (check all that apply)    \_\_\_ Beginner            \_\_\_ Intermediate  
\_\_\_ Advanced            \_\_\_ Preschool            \_\_\_ Elementary            \_\_\_ Secondary

EQUIPMENT REQUIREMENTS - NO CHANGES AFTER FEBRUARY 1, 2013

Equipment you are requesting for your presentation:

- \_\_\_ (1) Projection Screen
- \_\_\_ (1) Computer Projector (LCD Projector)
- \_\_\_ (1) Easel, Pad & Markers

If you are planning to show software, including PowerPoint slides, please plan to bring your own laptop computer, iPad or other electronic device. Equipment you are bringing for your presentation:

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By submitting this electronic proposal, it is expressly understood that any equipment not checked off is the responsibility of the presenter.

Internet Access: The Provo Marriott Hotel and Conference Center has agreed to provide free Wi-Fi in all the session rooms.

Please return this proposal form by January 9, 2013 to: [cboogaar@utah.gov](mailto:cboogaar@utah.gov)

Presenters will be notified by January 18, 2013 if they are accepted. Presenters who would like to have their handouts printed and distributed by facilitators at the conference must submit their handouts electronically by January 31<sup>st</sup>. Electronic handouts should be submitted as Microsoft Word documents, PowerPoint documents or PDF files.

For additional conference information, contact Lynn Marcoux, Scott Baggaley or Craig Boogaard

Phone: 801-887-9380 or toll free in Utah at 888-866-5550

FAX: 801-887-9382

Email: [cboogaar@utah.gov](mailto:cboogaar@utah.gov)