About the NDSC and NDSC Convention

The mission of the National Down Syndrome Congress is to provide information, advocacy, and support concerning all aspects of life for individuals with Down syndrome. The vision of the NDSC is a world with equal rights and opportunities for people with Down syndrome.

Each year, thousands of people from across the globe attend the NDSC Annual Convention. For most, it’s to hear the latest information from world-renowned experts. For others, it’s a great vacation. However, for nearly all, it is the one-of-a-kind NDSC “giant family reunion” feeling that permeates the convention weekend that brings them back year after year.

Your Audience

The convention week is comprised of several different conferences and programs and is designed for PARENTS and other family members, SELF-ADVOCATES (individuals with Down syndrome), PROFESSIONALS, and community ADVOCATES.

General Conference Presentation Formats

The 2022 general conference will be comprised of a combination of deep dive presentations, interactive workshops, and panel discussions. Please identify your format within your proposal submission.

Format Definitions:

- **Deep Dive Presentation:** 3-hour intensive, single session with a live presentation, allowing time for questions. (Limited Availability)
- **Interactive Workshop:** 90-minute single session with a live audience, engaging delivery, including time for questions.
- **Panel Discussion:** 90-minute single session, moderator-led panel presentation developed by one lead presenter who assembles 4-6 experts for targeted, topic driven dialogue. Panel Leader must be identified and only the leader will receive communications from the NDSC convention staff.

How Proposals are Selected – Scoring Criteria

When developing the general conference curriculum, our goal is to provide a balanced program that meets the variety of skills and interests of the attendees and is presented by speakers of the highest quality who represent the diversity of the NDSC membership. When drafting your proposal, you should consider the following criteria:

- Is the material research-based, accurate and up-to-date?
- Will my presentation provide strategies or how-to's for attendees to take and use at home?
- Is my presentation interactive or engaging? Is the topic relevant and needed?
- Am I using people-first language?
- Will my presentation appeal to the audience? While there are some professionals, most of our attendees are parents, siblings, grandparents and other caregivers.

Proposals are reviewed and selected based on the completeness and clarity of your Call for Speakers Submission, relevance of the topic to our mission, and adherence to the General Conference Speaker Proposal Submission Information and Style Guide. Submissions are selected by the NDSC Convention Planning Committee.
Proposal Submission Checklist

- Review and adherence to the General Conference Speaker Submission Style Guide.
- Submission of the Call for Speakers Form on the NDSC Website by November 1st.
- Email letter of interest to: Sarah Hill, Convention Director at sarah@ndsccenter.org AND Emily Cullars, Convention Coordinator at emily@ndsccenter.org

Timeline Review

Call for speakers opens: August 31, 2021
Proposal submission deadline: November 1, 2021
Committee selections completed: December 30, 2021
Speakers notified: January 2022
Signed speaker contracts due: February 14, 2022
Speaker presentation materials due: May 2, 2022
Dates of Conference: June 23-26, 2022

Presentation Compensation and Benefits

The NDSC has a tradition of offering educational conference sessions as a platform for the advancement of the Down syndrome community as a whole. We invite contributors who are willing to share their expertise without expectation of compensation in the spirit of educating, inspiring and advocating for the community, caregivers and self-advocates.

In lieu of payment, selected presenters are eligible to receive the following incentives and benefits:

- Complimentary conference registration for all days, including admission to the vendor exposition, educational programs, and social events.
- Access to exclusive sponsorship pricing opportunities.
- Promotional exposure leading up to the conference, via the NDSC website, publications and social media.

In return, the NDSC expects presenters to:

- Acknowledge they are available to speak during the timeframe of the posted convention dates and during any assigned workshop cycles. An effort will be made to ensure speakers’ preferences or conflicts, but final assignments will be made by the NDSC.
- Work closely with convention organizers before the conference and meet all deadlines.
- Make no substantial changes in content, format, or number of presenters without prior approval of convention organizers.
- Design and provide high-quality PowerPoint presentations in electronic format.
- Give the NDSC permission to record their session for purpose of allowing member access post-convention.
- Allow the NDSC to utilize selected speakers and topics to promote convention registration.
- Recognize that a presentation is an opportunity to share information and is not a showcase for promoting one’s business, practice, services, or products.

Convention Contacts

Sarah Hill, MSM                           Emily Carswell, MS
Convention Director                      Convention Coordinator
National Down Syndrome Congress          National Down Syndrome Congress
P: 334-415-3000                           P: 334-415-8011
sarah@ndsccenter.org                    emily@ndsccenter.org
GENERAL CONFERENCE SPEAKER SUBMISSION STYLE GUIDE

Required Information and Format

To assist us in evaluating, comparing, and selecting proposals, please help us streamline the process by adhering to the following rules/standards. This document has been provided as a guide in preparing your proposal. Please complete the form on the NDSC Center website for your submission. No proposals will be accepted through any other means.

*Proposals that do not align will be given lower priority by the selection committee.*

**Presentation Description:** *(150-word limit; descriptions will be cut off at 150 words, so choose your words strategically)*

Provide a brief description about your presentation that will inform and entice your target audience to participate in your session.

**List 3 Key Takeaways:** *(Begin with one of the following opening statements)*

- In this session, you will learn...
- Through slides, role playing, and discussion, [presenter name] will do a deep dive into...
- In this session, [presenter’s name] will cover the following:

Follow your opening statement with three bulleted sentences, each one stating something your session will address. Make sure all 3 sentences follow the same parallel structure.

**Speaker / Professional Bio** *(Bio’s must adhere to the following standards)*

- Written in third-person voice (e.g., Joe Doe, career center director for XYZ College…).
- Professional headshot (must be submitted in 300dpi and less than 2 MB)
- Maximum 150 words in length *(Bios will be cut off at 150 words, so choose your words strategically)*
- Inform the reader of the following:
  - Your relevant professional credentials.
  - Your relevant distinctions.
  - Your relevant professional or personal affiliations with someone with Down syndrome.
  - For medical/professional speakers, your unique qualifications that distinguish your presentation (e.g., years of experience, training style, etc.).

*Please also include information about all additional speakers for the session – must have email address and contact information, as well as all other speaker-professional biographical information. Convention staff will not solicit information that is not included with the original submission and will not be responsible for updating contact information sheets if information is submitted at another time.*

**Electronic/ Audio-Visual Needs**

- Will you furnish your own computer, or do you need one provided? If you will provide your own, please indicate PC or Mac.
- Type of microphone (lavalier or podium)