



# *2020 NCDA Conference Call for Proposals*

**Inspiring Innovation, Increasing Diversity, and  
Promoting Social Justice in Career Practice  
June 30 – July 2, 2020  
June 29 – Professional Development Institutes  
Minneapolis, Minnesota**

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## **TYPES OF PROGRAMS**

- **Presentation:** 70-minute traditional format.
- **Roundtable:** Two consecutive 30-minute overview presentations at a roundtable that accommodates up to 20 people; no A/V equipment will be available. Roundtables provide a relaxed and interactive forum for presenters to share their work and ideas related to research, programs and practice applications.
- **Professional Development Institute:** 4-hour in-depth workshop to be held pre-conference.
- **Graduate Student Poster Sessions:** Graduate students just joining our field have a great deal to share with NCDA members. If you are a graduate student, we highly encourage you to share information about your research, your practice, your program, or other thoughts on the field.

## **CONFERENCE AUDIENCE**

The audience for the National Career Development Association's Global Conference includes career counselors and specialists. They work in colleges, private practice, schools, business and industry, workforce, corrections and one-stop centers, agencies and government. They call themselves counselor educators, career center staff, coaches, career services providers, career development facilitators, consultants, transition specialists, managers, labor market and employment specialists, and school counselors and administrators.

## **CONFERENCE THEME - *Inspiring Innovation, Increasing Diversity, and Promoting Social Justice in Career Practice***

We encourage conference proposals that highlight increasing diversity, social justice and innovation in career development and practice. Proposals that address increasing diversity within NCDA, among practitioners as well as in our clientele are welcome. In addition, proposals are sought that inspire and empower career practitioners to engage in social advocacy. Finally, proposals that bring new ideas to career practice are being sought for this conference.

The following list is not intended to be inclusive of every possibility for a presentation, however, it may be used as a guide for developing a proposal.

- Innovative and effective strategies for meeting the career development needs of people across the life span, especially people from population groups that are underrepresented in the professional literature (immigrants, people of color, women, sexual minorities, people with disabilities, low-income, etc.).
- Innovative programs, research projects, and activities designed to increase the diversity of, career clients, career practitioners, and/or the diversity of NCDA membership.
- Effective techniques used to address social justice issues affecting careers of marginalized groups.
- Creative use of career information and career resources in service delivery and instruction.
- Creative and effective uses of technology and social media in delivering career assessments, guidance, occupational information, and related career development services.
- Creative and evidence-based applications of theory, research, and practice.
- Programs addressing one or more of the themes that have a special tie to Minneapolis or Minnesota.

## **PRESENTATION FOCUS AREAS**

NCDA has seven (7) constituency groups. A large percentage of proposals are deemed to be applicable to a “general audience.” As such, having a proposal chosen from “general audience” group is much more competitive than one that targets a specific constituency group. This should be considered when marking the group that best represents your target audience.

1. K-12 Career Counselors and Specialists
2. Counselor Educators and Researchers
3. Higher Education Career Center Counselors and Specialists
4. Career Counselors and Specialists in Business & Industry
5. Career Counselors and Specialists in Government and Public Agencies
6. Career Counselors and Specialists in Private Practice and Consulting
7. Career Counselors and Specialists Working with Special Populations such as Military/Veterans, Corrections, Special Needs, etc.
8. General Audience (applicable to all attendees)

## **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 the online form at [www.ncdaconference.org](http://www.ncdaconference.org). The submission form will be open Monday, August 5 through Tuesday, October 1, 2019. *Proposals NOT submitted via the online form WILL NOT be accepted for review.*

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 Mary Ann Powell at [mpowell@ncda.org](mailto:mpowell@ncda.org) or phone (918) 663-7060.

**Deadline for Submission:** Midnight EST on Tuesday, October 1, 2019. Submissions will not be reviewed past this time unless otherwise stated on the NCDA website.

**Proposal Evaluation Process:** 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. Relevant and timely to conference theme
3. Overall appeal of program content
4. Well-articulated presentation of program content

### **NBCC CONTINUING EDUCATION REQUIREMENTS**

NCDCA is an NBCC Approved Continuing Education Provider (ACEP). In order for proposals to be eligible for NBCC Continuing Education (CE), the chair or lead presenter must meet specific presenter qualifications and present on topics appropriate for his/her level of experience/training. The CHAIR or LEAD PRESENTER must indicate an appropriate category in order for the session to be NBCC CE approved.

#### **Category I presenters are qualified to present on topics including, but not limited to:**

- Theories, principles, and techniques of counseling as applied to work and career
- Career counseling processes and resources, including, but not limited to, those applicable to specific communities and populations
- Career/life planning and decision-making models
- Life-work role transitions, including, but not limited to, outplacement and retirement counseling

#### **Category II and III presenters may be accepted for topics including:**

- Career development program planning, resources, and program evaluation
- Assessment of workplace environment for purposes of job placement
- Trends in job search
- Career avocational, educational, occupational, and labor market information, and resources and career information systems

#### **You will be asked to select a category that matches your expertise:**

- **Category I:** Holds a graduate degree **in mental health field** from a regionally accredited educational institution and is qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter.
- **Category II:** Holds a graduate degree from a regionally accredited educational institution directly related to the subject matter presented and be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter.
- **Category III:** Be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter.

### **PROGRAM SELECTION PROCESS**

The NCDCA 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 by Tuesday, December 10, 2019.** 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 NCDCA by Tuesday, December 10, 2019, please contact Mary Ann Powell at [mpowell@ncda.org](mailto:mpowell@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 Monday, March 2, 2020. **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 (Tuesday, June 30 – Thursday, July 2, 2020; PDIs will be held on Monday, June 29). Requests for specific days and times cannot be honored.

Check the NCD A website at [www.ncda.org](http://www.ncda.org) for up-to-date conference information. Conference registration brochures will be available in January 2020. Online Early Bird Conference Registration will be available in the fall of 2019.

Registration rates will range from \$399 - \$570 for full conference and \$255 - \$295 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 3, 2020.

## A/V EQUIPMENT/INTERNET CONNECTIONS

Presentation meeting rooms will be equipped with head table, screen, LCD/Data projector, electric for equipment and Internet. Audio visual equipment such as flipcharts and audio connections are available upon request. Conference management will not provide computers, laptops, or any other type of computer equipment. Presenters must bring their own computer equipment or incur the cost individually. No A/V equipment will be available for roundtable sessions or poster sessions. Internet connections will be available to presenters.

## HANDOUTS

Presenters are responsible for providing a minimum of 50 handouts per session and providing a digital file for upload to the conference app. 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. Presenters are requested to provide an electronic version of any presentation handouts that will be included with the presentation description on the Conference App. Details on electronic submission of handouts will be sent directly to program chairs.

## PRESENTATION PROPOSAL REQUIREMENTS

Proposals and presentations should reference relevant literature and NCD A publications as applicable. Please limit your submission to the specific amount of characters/words. Any additional verbiage won't be given to the reviewers. *Please review the Call for Proposals Information thoroughly before submitting your proposal to ensure you and your presenters are in agreement with all requirements.*

**Go to [www.ncdaconference.org](http://www.ncdaconference.org) to submit your proposal electronically.**

**Only electronic submissions will be accepted.**

1. Title of Presentation (100 characters or less)
2. Goals and Objectives– indicate clear, concise goals and objectives of the presentation (up to 100 words)
3. Program Description
  - a. Abstract (50-word summary to appear in the conference program)  
*Advertise Appropriately. Please be sure the content of your presentation matches this description.*

- b. Summary of information, program, service, resource, technique, theory, or research to be presented (up to 250 words)
4. Presentation Chair Contact Information
  - a. Name, title, institution/organization
  - b. Address, city, state, country, postal code
  - c. Phone, email
  - d. Education Level (bachelors, masters or doctorate)
  - e. Mental Health or Counseling Related (Y or N)
  - f. NBCC Continuing Education Category. Please select I, II, or III.
5. Additional Presenter(s) Information for program book printing purposes
  - a. Name, title, institution/organization, email
  - b. Education Level (bachelors, masters or doctorate)
  - c. Mental Health or Counseling Related (Y or N)
6. Presentation Focus: Choose **one** of the descriptions for your session's target audience.
  - a. K-12 Career Counselors and Specialists
  - b. Counselor Educators and Researchers
  - c. Higher Education Career Center Counselors and Specialists
  - d. Career Counselors and Specialists in Business & Industry
  - e. Career Counselors and Specialists in Government and Public Agencies
  - f. Career Counselors and Specialists in Private Practice and Consulting
  - g. Career Counselors and Specialists Working with Special Populations such as Military/Veterans, Corrections, Special Needs, etc.
  - h. General Audience (applicable to all attendees)
7. Program Type – Indicate which program type you prefer.
  - a. Presentation
  - b. Roundtable
  - c. Professional Development Institute
  - d. Graduate Student Poster Session
8. Method of Presentation
  - a. Panel
  - b. Lecture
  - c. Demonstration
  - d. Question and Answer
  - e. Other
9. Relevance to Theme: *Creating Career Interventions to Break Barriers* (up to 100 words)
10. A/V Equipment: List all A/V equipment requested. (A/V equipment is not available for roundtable sessions or poster sessions; Internet will be available for all presenters) Please note: Conference management will not provide laptops.

#### **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 Monday, March 4, 2020.
- ✓ I understand that I must hold membership in NCDA.
- ✓ 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 and only 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.

*We look forward to receiving your proposal!*