



DEC•2011
The 27th Annual International Conference
on Young Children with Special Needs and Their Families
November 17-19, 2011
Gaylord National · National Harbor, Maryland

Guidelines for Presenters

Many thanks for sharing your expertise with DEC Conference attendees! Our conference is highly respected because we are able to attract presenters like you who have the ability to inspire as well as educate. This document includes important information—please share it with your co-presenters.

- Be sure that your session closely matches the **session description** provided to DEC. Attendees use this description to select sessions. If, for any reason, there is a discrepancy in the content you are planning to present and the description DEC has publicized, let the attendees know this at the beginning of the session to give them an opportunity to select a different session.
- **DEC's Green Meeting Initiative.** For several years, DEC has implemented strategies to reduce paper, increase recycling, and reduce the overall environmental impact of the conference. This year, we invite presenters to help by making handouts available electronically to our participants. Provide an electronic copy of your handout(s) and you do not need to provide hard copies during your session, poster, or workshop. DEC will educate attendees about why this initiative is important. We will make the handouts readily available on our website prior to as well as after the conference. While we encourage you to support this initiative, if you prefer to provide handouts, please provide enough for each attendee. Estimated attendee counts will be sent to you in September. Contact the DEC office at presenter@dec-sped.org or 406-543-0872 if you have any questions.
- Be sure that your session is targeted at the **content level** provided to DEC. Attendees use this description of content level to guide their session selections and report dissatisfaction with sessions that do not meet their content level expectations. As a general rule, DEC conference attendees are looking for information at the intermediate or advanced level. Please check your session confirmation to see what level you have indicated for this proposal and then be sure that your content is appropriately targeted to that level. You may have attendees at different levels in the group, but please stick to the original content level. At the beginning of the session, you may want to tell attendees that this session will offer advanced (or introductory, or intermediate) level material and that if individuals have questions to please see you after the session. The following descriptions of content levels may help guide your preparation:
 1. **Introductory.** Designed for those with little or no prior knowledge or experience of the session topic--might include awareness level information or a description of a program/project.
 2. **Intermediate.** Designed for experienced professionals with prior knowledge of or experience with of the topic—usually is based on the assumption that the attendee will use this information to refine practice or build on an existing knowledge base.
 3. **Advanced.** Designed for highly experienced individuals with a significant amount of knowledge of the topic—might require knowledge of advanced skills/techniques in order to understand the content; often utilizes sophisticated terminology and approaches; session design does not allow for review of prerequisite information.
- **Product sales are prohibited.** Please be advised that DEC Conference presentations are intended to be educational in nature. The sale or promotion of any items for financial gain by presenters is inconsistent with this educational atmosphere and is prohibited by DEC. Presenters who wish to offer supplemental materials for sale should contact DEC about an exhibit booth rental, display in the Resource Area, ad in the registration bag or conference program, or other paid display options.
- DEC must be notified of any **change in presenters**. All presenters who are listed in the program must be actively involved in the session and registered for the conference prior to May 31, 2011. Attendees use the list of presenters as a guide in selecting sessions. If a change is made, DEC will publicize this in the Conference Addendum and on the Announcements board at the conference. Presenters are asked to acknowledge any change of presenters at the beginning of the session to allow attendees to select another session. If a last minute

or emergency change in presenters is necessary, notify DEC immediately by sending an email to presenter@dec-sped.org or at the Solutions Desk when you arrive.

- We hope that you will highlight for attendees the ways in which your session relates to **DEC's Recommended Practices** and incorporates evidence-based practices.
- **Expect diversity** within your audience and plan for it. Attendees at the DEC Conference represent a wide variety of disciplines and roles. You should also expect attendees from a wide variety of cultural backgrounds. This is an international conference--some of our attendees travel very far to attend the DEC conference.
- **Accommodations for individuals with special needs** are a high priority for DEC and we request your assistance in making sure that the DEC Conference is a fully accessible event for all attendees. Chairs will be reserved at the front of every room for sign language interpretation if an attendee at the conference requires this service. If an interpreter is present in your session, take a moment to introduce yourself and discuss any modifications you might need to make. Modifications in the room arrangement may be made to accommodate wheelchairs or other pieces of equipment. Be prepared to accommodate any individual with a special need and ask your program host to page a staff person if you need assistance.
- Double check your **audiovisual equipment**. Be sure to check your session confirmation form to be sure that you have correctly identified the equipment you will provide yourself, what (of the DEC provided) equipment you will need, and that final arrangements are in place if you plan to order additional equipment. If you have difficulties and need assistance, please ask the program host assigned to your room to page a DEC staff person who will send audiovisual support.
- **Room set** for all conference sessions scheduled in our larger meeting rooms will include one microphone and a display table at the rear of the room. The anticipated room set for your session or workshop will be sent in September, but please note that this is subject to change. Special room sets are not available due to the high volume of sessions and limited time between sessions.
- **Introduce yourself and your co-presenter(s)** at the beginning of the session. This courtesy is very much appreciated by attendees and helps to set a welcome tone for your session.
- **Person-First Language:** DEC requires that all presenters use person-first language when speaking about individuals with disabilities. Throughout your workshop, please be careful to place the disability descriptor after the child or adult descriptor. For example, "children with disabilities," not "disabled children" is preferred.
- Be sensitive to the use of **jargon and acronyms** and be prepared to explain terminology that may be unfamiliar to some in the audience. Please do not assume that acronyms or professional terminology will be understood by all attendees.
- **Position yourself** so that you are visible to the attendees. If a stage or podium has been placed in your room, it is because the room is too large for attendees to see you. In very small rooms or in session with few people, it may be possible to sit while you are presenting but please check with attendees to make sure that everyone can comfortably see and hear you.
- **Visual aids** including overheads, posters, and Powerpoint presentations must be designed so that they are visible in a large room. Use the largest possible font size and test your presentation materials for visual access in a large room.
- **Make sure your session is inspiring.** DEC Conference attendees expect high quality presentations. Consider using visual aids and other materials to highlight your message and engage the audience. If you are nervous, practice your session so that you can easily cover your materials without reading it. Take the time to prepare your session so that the delivery is as exciting as the content.

Thanks for joining us in National Harbor!



Sarah A. Mulligan, M.Ed., CAE
Executive Director
Division for Early Childhood