

**National Council on Rehabilitation Education (NCRE)
Rehabilitation Services Administration (RSA)
Council on State Administrators of Vocational Rehabilitation (CSAVR)**

Sponsored by the National Council on Rehabilitation Education

**Fall 2018 National Rehabilitation Education Conference
Renaissance Arlington Capital View Hotel - Arlington, VA
Thursday, October 25 – Saturday, October 27, 2018**

"Employment and Social Inclusion: The Impact and Role of Rehabilitation Counselors"

Call for Program Proposals – CONCURRENT PRESENTATION

Deadline Date: SUNDAY, JULY 15, 2018 at 10:00PM PT

The National Rehabilitation on Counselor Education conferences are a means of facilitating communication and sharing information among professionals involved in training, recruiting, hiring and enhancing the development of qualified rehabilitation counselors. The focus of the annual National Council on Rehabilitation Education (NCRE) Fall conference is on examining new developments in areas that form the foundation of rehabilitation counseling practice and research— namely, facilitating the ability, and limiting barriers, to obtaining employment, improving health and functioning, and increasing participation in the community among individuals who have a chronic illness and/or disability. An emphasis is also placed on gaining and sharing knowledge regarding effective strategies for educating, recruiting, and supervising the development of future rehabilitation counseling practitioners, researchers, and educators.

This year, the conference planning committee is soliciting papers consistent with the theme ***"Employment and Social Inclusion: The Impact and Role of Rehabilitation Counselors"***. This theme was chosen to refocus our attention on the fundamental goal of rehabilitation counseling and a rehabilitation counselor, which is to assist those with a chronic illness and/or disability achieve full inclusion into society, regardless of functional limitations.

For this conference, NCRE seeks to broaden and diversify the exposure and content for conference attendees. Our intent is to keep up with the national trends and legislative changes affecting Rehabilitation Counseling while staying true to our traditional identity. The tracks are designed to capture as much content as possible in a comprehensive format. Our hope is that participants gain important and meaningful knowledge regarding the pertinent issues that affect our profession.

THE CONFERENCE FEATURES THE FOLLOWING TRACKS THAT MUST RESPOND TO THE THEME

1. Counseling and Supervision
2. Community and Participation
3. Educational Pedagogy and Strategies
4. Employment
5. Health and Functioning
6. Research: Innovative and Transformative Research in the Field of Rehabilitation Counseling

CONFERENCE TRACKS AND DESCRIPTIONS

Descriptions of the individual conference tracks are provided below. Proposals that examine the experience of diverse populations, as well as the international community, in relation to the focus of the particular track (e.g., employment, health and functioning, etc.) are encouraged. Characteristics of diverse populations include, but are not limited to, differences of race/ethnicity, age, gender, sexual orientation, socioeconomic status, religious/spiritual, and language.

1. Counseling and Supervision

For this track, proposals should examine or demonstrate effective practices, report on research outcomes, and address future directions involved in the counseling and supervision of rehabilitation counseling students.

2. Community and Participation

For this track, proposals should address factors and practices that assist individuals with chronic health and/or disabilities overcome obstacles and barriers in regards to full participation and access to the community. Examples of research include the assessment of community participation, the role of family caregivers, community services and support programs, and accessibility issues (e.g., transportation, homes, community services and supports).

3. Educational Pedagogy and Strategies

For this track, proposals should address the development and practice of educational strategies designed to improve the recruitment and training outcomes of students at the bachelors, masters, and doctorate level of rehabilitation counseling programs.

CONFERENCE TRACKS AND DESCRIPTIONS - CONTINUED

4. Employment

For this track, proposals should address factors and practices related to employment outcomes among individuals with chronic health and/or disabilities, particularly in regards to individuals with psychiatric disabilities, young adults with disabilities, and other underrepresented populations. Proposals, however, are not limited to these populations. Examples include the development or examination of employment interventions, services and supports, employer practices, or the effects of public policies.

5. Health and Functioning

For this track, proposals should address the development or examination of rehabilitation strategies, practices, technologies, or programming designed to reduce the functional limitations and improve the physical and/or mental health outcomes among individuals with chronic health conditions and/or disability. This track also includes research that examines health disparities as well as strategies, policies, and interventions designed to reduce those disparities.

6. Research: Innovative and Transformative Research in the Field of Rehabilitation Counseling

For this track, proposals should address research activities and outcomes related to the full inclusion and integration of individuals with chronic illnesses and/or disabilities into any aspect of society not already described in the other conference tracks.

GRADUATE STUDENT PAPERS

We are soliciting proposals from graduate students to present papers related to the theme of the conference. Concurrent presentations may include panels of two to three graduate students who present “mini papers” on related topics in a Concurrent Presentation format.

SUBMISSION PROPOSAL ONLINE LINK

Proposals will be submitted through the NCRE website using the online submission form located on the homepage under the “Conference” tab. Select “Fall 2018 Conference, which will direct you to the overview page and refer to the heading **Call for Papers – Now Open**.

Refer to the heading **Online Submission Form** and click on the submit button, which will direct you to the online proposal system. Please note proposals will not accepted through email.

IMPORTANT AND HELPFUL TIPS FOR SUBMITTING A PROPOSAL

The Call for Proposals online form is not time sensitive when submitting your proposal before the deadline date and time.

The Call for Proposals form is time sensitive IF you submit proposal on the deadline date.

The online form will automatically close on **SUNDAY, JULY 15, 2018 at 10:00PM PT**. If proposal is not submitted before **10:00PM PT** the online form will not accept it.

It is highly recommended that you compose your title, abstract, content description, presenter, and co-presenter information in a text editor (e.g. Microsoft Word) to help check spelling, grammatical errors and the word count requirements. Then copy/paste your text into the online form fields when prompted.

Additionally, the online form may work better using either Mozilla Firefox or Google Chrome browsers. Newer versions of Internet Explorer work as well but problems with older versions of Internet Explorer have been reported in the past.

HOW MANY CONCURRENT PRESENTATION PROPOSALS CAN I SUBMIT?

Submit no more than (1) CONCURRENT PRESENTATION, in which you are listed as the FIRST PRESENTER

CONCURRENT PRESENTATION PROPOSALS AND CO-PRESENTERS

If you are listed as a Co-Presenter on more than (1) CONCURRENT PRESENTATION, which has been offered and accepted to present, the NCRE administrative office cannot guarantee the presentation(s) will not overlap between the two days in which this format is scheduled.

PROPOSAL TITLE

Please limit the title to 13 words. Longer titles will be edited.

The title of the paper is concise and descriptive. It must accurately describe the content of the session. We appreciate your adherence to the submission procedures by only capitalizing the first letter of each word in the title. Please do not capitalize the entire title.

PROPOSAL ABSTRACT

The abstract is 140 words or less, including spaces and punctuation. Longer abstracts will be edited.

The abstract includes the basic content of the proposed session, the method for information delivery, and the source of the information. If the proposal is selected, this abstract will be printed in the conference program.

We appreciate your adherence to the submission procedures by only capitalizing the first letter of each word at the beginning of a new sentence and/or if it is to focus attention on particular elements within any group of people, places, or things. Please do not capitalize the entire abstract.

CONTENT DESCRIPTION – EMPIRICAL REQUIRED SECTIONS

EMPIRICAL – The proposal content description is limited to 1,200 words. If your proposal is an empirical presentation the following are required sections.

To help identify each required section in your proposal you must number each section with the section heading exactly as it is listed below so proposal reviewers can easily identify each new section:

- (1) Purpose
- (2) Methods
- (3) Results- Research or Clinical
- (4) Conclusions
- (5) Implications for Research and Practice

PLEASE MAKE NOTE OF THE FOLLOWING - IMPORTANT EXAMPLE

If your proposal includes (1) Purpose, (3) Results- Research or Clinical, Conclusions and (5) Implications for Research and Practice but **does not include section number (2) Methods the proposal will not be accepted and go through the review process.**

CONTENT DESCRIPTION – CONCEPTUAL REQUIRED SECTIONS

CONCEPTUAL– The proposal content description is limited to 1,200 words. If your proposal is a conceptual presentation the following are required sections.

To help identify each required section in your proposal you must number each section with the section heading exactly as it is listed below so proposal reviewers can easily identify each new section.

- (1) Purpose
- (2) Relevant Literature
- (3) Conclusions
- (4) Implications for Research and Practice

PLEASE MAKE NOTE OF THE FOLLOWING - IMPORTANT EXAMPLE

If your proposal includes (1) Purpose, (3) Conclusions and (4) Implications for Research and Practice **but does not include section number (2) Relevant Literature the proposal will not be accepted and go through the review process.**

CONTENT DESCRIPTION - PLEASE MAKE NOTE OF THE FOLLOWING

- This is an anonymous peer review process. In addition to the expertise of the reviewers and the cooperative nature of the process, confidentiality and the avoidance of any conflicts of interest are critical components of NCRE’s review process.
- Once the Call for Proposals is closed, in order to ensure the integrity of the review process, the NCRE Executive Director removes all self-identifying information from each proposal before the review process begins.
- Please do not include identifying information in the content description including but not limited to: the identity/identities of the presenter(s), biographical sketch of presenter(s), or professional affiliation(s).

We appreciate your adherence to the submission procedures by only capitalizing the first letter of each word at the beginning of a new sentence and/or if it is to focus attention on particular elements within any group of people, places, or things. Please do not capitalize the entire content description.

TYPE OF PROPOSAL

When completing the online form you will be prompted to select **one** of the two options below.

- Empirical
 Conceptual

TYPE OF PRESENTATION

Concurrent Presentation: a 60-minute presentation in which research, theory, critical information, practice, service delivery, and/or study findings, are conveyed to the audience. May also include:

Demonstration – a presentation of processes, examples, devices, software, and/or products is shared with the audience.

Panel Discussion - a discussion, of no more than 6 speakers, of a topic of public interest in front of an audience, with whom the speakers may interact.

Lecture – a content expert describes lecture presentation ideas to the audience. Typically these presentations allow researchers to present new areas of research theory or professional issues, or provide a synopsis of area already explored in the profession.

PLEASE SELECT THE TYPE OF PRESENTATION THAT BEST DESCRIBES YOUR PROPOSAL

When completing the online form you will be prompted to select **one** of the three options.

- Demonstration
 Panel Discussion
 Lecture

PRESENTATION FORMAT CHANGE

If your proposal is not accepted as a Concurrent Presentation, are you willing to change format to a **Scientific Poster Presentation**?

When completing the online form you will be prompted to select **one** of the two options below.

- Yes
 No

IF YOUR CONCURRENT PROPOSAL IS NOT ACCEPTED AND YOU ARE OFFERED AND ACCEPT A SCIENTIFIC POSTER PRESENTATION PLEASE MAKE NOTE OF THE FOLLOWING

Scientific Poster Presentations will be held on **THURSDAY, OCTOBER 25, 2018** from **5:00PM - 6:15PM.**

NCRE has established new standards and specific protocol for Scientific Poster Presentations. If your poster is accepted you agree to the new protocol for creating your poster. Please refer to the two links below for more detailed instructions regarding the **NEW PROTOCOL FOR CREATING YOUR SCIENTIFIC POSTER PRESENTATION.**

NCRE obtained permission in writing from MAKESIGNS to include the specific links below:

<http://www.makesigns.com/tutorials/>

<http://downloads.graphicsland.com/how-to-make-a-scientific-poster.pdf>

CONTINUING EDUCATION UNITS - ETHICS PRESENTATION

In order to offer CEU's in the Ethics focus area, the presentation must show evidence that the CRCC Code of Professional Ethics for Rehabilitation Counselors or, alternatively, the ACA Code of Ethics and Standards of Practice is referenced and properly cited within the presentation.

Examples of such evidence must include written explanation from the presenter(s) that states the way and extent to which the CRCC or ACA code will be addressed within in the presentation and must be cited in the PowerPoint slides.

When completing the online form you will be prompted to select **one** of the two options below.

Does your proposal have an ethics focus area?

Yes

No

INTENDED TARGET AUDIENCE – FIRST OPTION

Select the first group that best describes your audience **(1 maximum)**.

- Agency Training Officers
- Grant Writers and Administrators
- Practitioners
- Students
- University Educators

INTENDED TARGET AUDIENCE – SECOND OPTION

Select the second group that best describes your audience **(1 maximum)**.

- Agency Training Officers
- Grant Writers and Administrators
- Practitioners
- Students
- University Educators
- Other, please specify

COMMUNICATION WITH FIRST PRESENTER AND DISSEMINATION OF INFORMATION

The first presenter listed on the proposal will serve as the main point of contact.

For a proposal with more than one presenter, the first presenter will answer on behalf of all co-presenter(s).

The first presenter is also responsible for disseminating all correspondence from the NCRE administrative office to co-presenter(s).

Please note: The email address you provide will be used for all communications throughout the proposal process.

For this reason, it is critical that you take the time to check that the email provided is accurate (i.e., check for additions or omissions of letters, numbers or characters, etc.)

PRESENTER AND CO-PRESENTER(S) INFORMATION IN ELECTRONIC PROGRAM BOOKLET

Presenter and co-presenter(s) name(s), credential(s), and professional affiliation will appear EXACTLY as you have provided in your proposal for the electronic program booklet should your proposal be accepted.

Therefore it is critical that you confirm this information with your co-presenter(s) before you submit your proposal.

First Presenter: include your name (please **do not** capitalize entire name), no more than (2) two professional credentials (e.g., Ph.D., CRC), email address, phone number, and professional affiliation (e.g., State University and/or Acme Agency).

Co-Presenter(s): After completing the first presenter information the online form will ask if you have a co-presenter(s). If you select **yes** up to five co-presenter form fields will be displayed.

Co-Presenter(s): include the following for each co-presenter (**up to five co-presenters only**): name(s) (please **do not** capitalize co-presenters entire name, no more than (2) two professional credential (e.g., Ph.D., CRC, etc.,) and professional affiliation (e.g., State University and/or Acme Agency).

Presenter(s) listed on a proposal that do not register for and present at the conference will not be listed in the final electronic program booklet and other conference materials.

REVIEW SCHEDULE AND QUESTIONS

Proposals must be submitted no later than **SUNDAY, JULY 15, 2018 at 10:00PM PT.** Early submissions are always appreciated.

Upon completion of your online proposal, you will see a confirmation message at the top of this webpage. ***“Thank you. Your Fall 2018 conference program proposal has been successfully received.”***

You will receive a copy of your proposal to include the notification and important deadline dates to the email address provided in your proposal.

If you have any questions regarding your proposal, please send an email to ncrefallconference@ncre.org.

Questions regarding registration, hotel, membership, scheduling, and conference materials please contact the NCRE Executive Director at info@ncre.org

COMMUNICATION AND NOTIFICATION DEADLINE DATES

- If accepted, failure to respond and/or register by the deadline dates below will result in your proposal removed from the conference program and another proposal will take its place.
- The email address you provide on your proposal will be used for all communications throughout the proposal process.
- To prevent your web browser from recognizing this email as spam, please add the NCRE Fall conference email to your address book ncrefallconference@ncre.org

SUNDAY, AUGUST 19, 2018: Inform the first presenter on each proposal, via email, on the decision regarding their submitted proposal.

SUNDAY, AUGUST 26, 2018: The deadline date for the first presenter, who has been accepted to notify NCRE of their decision to agree to present.

SUNDAY, SEPTEMBER 9, 2018: Presenter and co-presenter(s) must complete conference registration to participate as presenters.

SUNDAY, SEPTEMBER 23, 2018: Confirmation of date and time of presentation will be emailed to the first presenter only after proof of registration for presenter and co-presenter(s) attending the conference are complete.

FRIDAY, OCTOBER 26, and SATURDAY, OCTOBER 27, 2018: The dates on which, Concurrent Presentations (60 minutes in length) are scheduled during the main conference. By submitting a Concurrent Proposal for consideration, it is agreed that the presentations may be scheduled at any time, on either day, at the discretion of NCRE.

AVAILABILITY OF PRESENTER AND CO-PRESENTER(S)

Submission of this proposal is an acknowledgment that if accepted Presenter and Co-Presenter(s) participating in the presentation all agree to:

- Be listed as the first presenter on no more than (1) 60-minute Concurrent Presentation.
- Pay the registration fee to attend the Conference.
- Present presentation on any day/time of the Conference.
- Not charge a separate fee for attending your presentation.

PRESENTER AND CO-PRESENTER(S) RESPONSIBILITY AND ACCESSIBILITY

Submission of this proposal is an acknowledgment that if accepted **Presenter and Co-Presenter(s) participating in the presentation all agree to:**

- If presentation will be a PowerPoint presentation then an accessible PDF file must be emailed to ncrefallconference@ncre.org by no later than **SUNDAY, OCTOBER 7, 2018.**
- If presentation will not be presented in a PowerPoint format be a lecture then an outline of the presentation in word document must be emailed to ncrefallconference@ncre.org by no later than **SUNDAY, OCTOBER 7, 2018.**
- Provide presentation materials and activities in an accessible and alternative format to participants with disabilities.
- Provide attendees access to the presentation handout(s).

AUDIOVISUAL EQUIPMENT

NCRE will pay for and provide Concurrent Presentations with the LCD support package, which includes the following:

- Screen
- Cart
- Extension cords
- Power strips
- AV technician support

PRESENTER(S) ARE RESPONSIBLE FOR THE FOLLOWING EQUIPMENT

If needed, Presenter and Co-Presenter(s) are responsible for the following:

- Computers/Laptops
- LCD projector
- Audio
- Internet
- Microphone
- TV/Additional Screen

PRESENTER(S) ARE RESPONSIBLE FOR THE FOLLOWING EQUIPMENT - CONTINUED

If you require any other additional equipment, NCRE will provide you with appropriate contact information so you can order the equipment at your own expense through Renaissance Arlington Capital View Hotel.

Requests for information to obtain additional equipment should be made to the NCRE Executive Director at info@ncre.org by no later than **Sunday, October 7, 2018**.

TERMS AND CONDITIONS

- Proposals will be reviewed based on the information submitted online.
- Proposals that are received as incomplete will not be reviewed.
- You will not be able to edit your proposal once submitted. If you need to make any changes please do not submit again. Instead please send an email to the NCRE Executive Director at info@ncre.org