



National Association of QDDPs

January 16, 2012

Dear Colleague:

I trust this note finds you in good health, well rested after the holiday season, and ready to start the adventure of a new year. Plans are well underway for our 17th Annual NAQ Conference to be held in Chicago, Illinois, at the Embassy Suites from August 7 to 10, 2012.

This year's conference theme, **Fresh Perspectives, Positive Attitudes**, reminds us to embrace a positive outlook as we share innovative ideas and discover the *bright spots* in each other's organizations. It is an opportunity to promote success by acting on the advice that Chip and Dan Heath offer in their book *Switch*: "To pursue bright spots is to ask the question, what is working and how can we do more of it?" We would like to hear from those of you who have identified your own *bright spots*—successful ideas, approaches or techniques in the field that will inspire others.

Please consider sharing your creative ideas and stories of achievement with others at this year's conference. This is the time to look at situations in a different, positive light and to rejuvenate others by sharing what works effectively for you. Presentation options include individual and panel discussions as well as poster sessions. Note that our breakout sessions are either 60 or 75 minutes long.

As in the past, NAQ works hard to keep conference costs as low as possible. As a result, we are not able to waive speaker registration fees.

Do not miss this opportunity to share your ideas with colleagues and learn about the *bright spots* in service agencies across the country. Please remember that all proposals must be received by **March 16, 2012**. If you have any questions, feel free to call me at 815-485-4781 or email me at [hjanczak@qddp.org](mailto:hjanczak@qddp.org).

Sincerely,

A handwritten signature in black ink that reads "Holly Janczak". The signature is written in a cursive, flowing style.

Holly Janczak  
Executive Director

## Call for Papers for the 17<sup>th</sup> Annual NAQ Conference: “Fresh Perspectives, Positive Attitudes”

*All proposals must be received by March 16, 2012.*

### General Information

The National Association of Qualified Developmental Disability Professionals (NAQ) was established in 1996. The NAQ provides QDDPs, case managers and other similar professionals working in the developmental disabilities field with a strong national network, and a forum in which to share information and address pertinent issues. The 17<sup>th</sup> Annual NAQ Conference will be held August 7-10, 2012, at the Embassy Suites in Chicago, Illinois.

### Preparing Your Proposal

All proposals must be written in English and submitted in their final form. The NAQ steering committee asks that “people first” language be used in all presentations. (Should you need assistance in this area, contact us directly.) In addition, include a 1- to 2-page abstract and a short session description (50 words or less, labeled “Session Description”) to be placed in our conference program book. Please be sure to confirm the availability of all presenting authors before mailing your submission.

### Presentation Formats

**Poster Session-** consists of a physical display of information. The conference program committee will organize posters into related themes and place them in a visible area all day on Wednesday and Thursday conference dates.

**Paper Address-** individual, oral presentations within program or managerial areas that can be either 60 or 75 minutes long.

Program Sessions should address the issues confronting QDDPs today, including but not limited to advocacy, assessment, behavioral interventions, quality enhancement, specific populations, etc.

Managerial Sessions should address the issues confronting managers today and in the future, such as supervisory training, staff development, management of financial resources, recruitment and retention of staff, leadership skills, etc.

**Panel Discussion-** consists of several speakers who address a particular issue or question of interest to QDDPs and/or managers. Interaction occurs between both the panel and the audience in 60- or 75-minute sessions.

### Final Preparation for All Proposals

1. Complete the enclosed proposal informational form, and return it along with the abstract and session description.
2. Include current resumes for each presenter.
3. Complete and return the enclosed equipment form.
4. Mail to: NAQ, Attention: Holly Janczak, 2081 Calistoga Drive, Suite 1S, New Lenox, IL 60451, 815-485-9145 (fax).
5. **All presenters must register for at least one day of the conference.** *Exceptions to this must be approved.*
6. Most communication will be done by email. Please ensure that we have your current email address at all times.

### Review of Proposals

The program committee will review proposals for their relevance to the conference theme; issues confronting QDDPs and managers; content quality and clarity; and compatibility with the overall program. Decisions of the program committee regarding acceptance and scheduling are final; they will be made by April 2, 2012. The contact person will be notified by telephone or mail as to the status of the proposal.

### Online Submissions

Proposals can be submitted via e-mail to: [lalgas@qddp.org](mailto:lalgas@qddp.org).

*Proposal form appears on reverse side*

# Proposal Information Form

Is contact person presenting? (*circle*) Yes / No

Name of Contact Person (*all correspondence will be sent to contact person ONLY*)

Name of Organization

Street Address

City

State

Zip Code

Telephone Number

Fax Number

Email Address

Session Title: \_\_\_\_\_

**Please attach the following:**

Abstract (1-2 pages)

Session Description

Equipment Form

Resume for each speaker

(50 words or less)

**Format** (check one)

**Track** (check one)

**Duration** (check preference)

Poster

Program

60 minutes

Paper Address

Managerial

75 minutes

Panel Discussion

Please prepare for a 60- or 75-minute session. By April 2<sup>nd</sup>, NAQ will determine the conference schedule and let you know if you have been selected for a 60- or 75-minute session.

**List name and agency of all presenters**

Name

Agency

Email Address (to be included in program book unless noted)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any recent presentations that you and/or those participating with you made during the past few years. Include the composition of group, size, place, length and topic.

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\_\_\_\_\_

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*General information, definitions, and instructions on how to prepare this form appear on reverse side.*

# 17<sup>th</sup> Annual Conference of QDDPs

“Fresh Perspectives, Positive Attitudes”

## Presentation Equipment Needs

**Title of Presentation:** (to be printed in conference program book)

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**My equipment needs include:** (please check appropriate needs)

- podium
- microphone (standard)
- flip chart(s) and markers
- slide projector and screen
- overhead projector and screen
- screen only
- will bring own laptop and LCD projector
- other \_\_\_\_\_

**Please note:** *NAQ is unable to furnish laptops or LCD (Power Point) projectors. Speakers may bring their own equipment or NAQ can arrange for equipment rental at speaker's expense (\$500 rental fee per day; does not include laptop).*

Please return this form by March 16, 2012 to:

NAQ  
Attention: Holly Janczak  
2081 Calistoga Drive, Suite 1S  
New Lenox, IL 60451  
Fax: 815-485-9145