

You must complete the online submission process for your proposal to enter the review process and be considered for presentation at the conference.

### Workshop Proposal

NOTE: These proposals require that ALL presenters be current ACA Members.

**Proposal Title: DO NOT USE ALL CAPS. Please do not use abbreviations in the title.**  
You are limited to 150 characters for the proposal title (including spaces).

**TITLE:**

**Workshop Area: For which area is this relevant? (check all that apply)**

- |   |   |
|---|---|
| 1. <input type="checkbox"/> ACA Resources         | 1. <input type="checkbox"/> Facility Design               |
| 2. <input type="checkbox"/> Health Care/Treatment | 2. <input type="checkbox"/> Jails                         |
| 3. <input type="checkbox"/> Juveniles             | 3. <input type="checkbox"/> Reentry/Community Corrections |
| 4. <input type="checkbox"/> Security              | 4. <input type="checkbox"/> Special Offenders             |
| 5. <input type="checkbox"/> Staff Training        | 5. <input type="checkbox"/> Sustainable/Green             |

### Proposal Content

#### Abstract/Overview

Character Maximum Limit: 750 (including spaces)

Summarize the major points of your abstract and describe how this topic will advance either the practice/professional development of the participant or the field of correction.

## **Learning Objectives**

Should be specific and complete the statement:

**“At the conclusion of this session, participants will be able to...”:**

**Learning Objective 1:**

**Learning Objective 2:**

**Learning Objective 3:**

## **Workshop Outline**

1. The abstract/overview articulates the purpose and content of the presentation.
2. The learning objectives will aid practitioners in successfully performing the concepts, methods, technologies, treatments, services, or preventative interventions that drive this area of practice.
3. The topic demonstrates consistency with available literature and evidence.
  - a. References to the literature should be formatted using APA style. A minimum of 2 references are required. All references to journal articles should include the DOI (digital object identifier).

## **Submission Instructions**

Please submit your outline by either attaching it to this PDF document or through email.

To attach a document to a PDF, click on the expanding arrow on the left side of the document if it is not already expanded. Click on the paperclip icon. From there, you can drag and drop the document you wish to attach.

To email your document, please attach it to an email with the subject line “Workshop outline submission” and send to [education@aca.org](mailto:education@aca.org)

[Click for Sample Outline](#)

The following information is collected for each Speaker and will be printed as submitted.

**Moderator**

Name, Title, Agency, City, State

**Speakers**

Please include no more than three (3) speakers. Presenters will be published in the order listed.

Reminder:

1. All speakers/moderators listed must attach complete resumes or email to education@aca.org
2. All Speakers and moderators MUST be ACA members and register for conference.
  - **Primary Speaker** – The only person to whom ACA will send subsequent communication regarding acceptance of the proposal and onsite logistics.
  - **Additional Speaker** - Will be onsite presenting with the Primary Speaker.

IMPORTANT: You must select only ONE person to be the Primary Speaker.

Name & Credentials	Agency/Employer	City	State	ACA Member Y/N
1.				
2.				
3.				

**Primary Speaker Contact Information**

**Member ID Number:**

**Daytime Phone Number:**

**Email Address:**

**Special Accommodations – Schedule Selection**

This information assists ACA with programming and logistics. Please answer these questions on behalf of the speaker(s) that will present this session if accepted. **Due to the large number of speakers, ACA can only guarantee avoiding scheduling conflicts among primary speakers**

Saturday       Sunday       Monday       Tuesday

## **Guidelines for Accepted Proposals**

I agree to the following statements:

### **Changes \***

Once a proposal is accepted as a session, all changes to the proposal must be submitted by set deadlines.

### **Schedule \***

ACA reserves the right to assign the day and time that accepted proposals will be scheduled. In addition, ACA reserves the right to publish any submission, in whole or in part, in any form by any printed, visual, electronic, or auditory means.

### **Registration \***

All speakers whose proposals are accepted for presentation must register for the conference.

### **Status Updates \***

Status updates will be sent by e-mail regarding acceptance of proposals. Invitations to present not acknowledged by the due date, will result in a session being dropped from the final program.

### **Promotion is Prohibited \***

The exclusive promotion or sale of goods, services, or products during educational sessions at conference is prohibited. Speakers who are found to be engaging in such practices will have their sessions halted.

### **Audiovisual \***

Each presentation room will be preset with the following equipment:

- 1-Laptop with Microsoft Office, audio, and audio amplified to audience
- 1-Handheld wireless podium microphone
- 1-Wired floor microphone
- 1-Wired head table microphone
- 1-LCD projector and screen