

Information and Instructions
Circles of Life 2011
Call for Presentations

1. **What is the Circles of Life Conference?**

The Circles of Life (COL) is an annual statewide conference for the families of children and youth with disabilities and the professionals who support them. The conference began in 1986 as part of the Family Support Program. In 2010 about 400 individuals with disabilities, parents, siblings, and the professionals who work with them took part in the conference. In 2011, for the first time in its history, the conference will be held in downtown Milwaukee.

2. **What topic areas will the conference address?**

This conference covers a broad range of topics, including: Education; Health; Families; Body, Mind and Support, Transition to Life after High School/Adult Services and Supports; Community; and Leadership. This conference *does not offer workshops on specific disabilities, or workshops that sell or promote products, services or treatments.*

3. **Who can apply to be a presenter at the conference?**

The conference will bring together a wide range of people from across the state. We encourage applications from all those with information and/or expertise in any or all of the topic areas listed on the application sheet. Applications will be welcomed from parents, family members, youth, and adults with disabilities, professionals, providers and volunteers. Presentations that model cooperation and collaboration are encouraged. Examples of past collaborations include: parents and providers as co-presenters; non-profit organizations and government programs; youth or adults with disabilities and health care professionals. These are just suggestions and collaborations are not limited to these examples.

4. **How will the presentations be selected?**

In order to be considered, applications must be:

1. Post-marked by October 1, 2010
2. Complete - See checklist

Each application submission will be evaluated by at least three Circles of Life committee members and reviewed by the entire committee. Applications will be selected according to a point scale. Points will be awarded based on the following criteria:

- Relevance to topic areas
- Evidence of collaboration. Applicability to the entire state (not just one geographic area)
- New topic area or presenters new to the COL conference
- Demonstration of creative thinking
- Sharing and best practices
- Clearly stated objectives

- Cultural and geographic diversity
- Conference sponsorship

5. **What resources are available to presenters?**

- Presenters have a 90 minute time slot
- Presentation rooms will hold between 40-60 individuals and will be arranged in theater layout.
- The conference will provide screens, flip charts, overhead projectors, or TV/VCR if requested on the application. The conference cannot supply computers; however there will be some LCD projectors available. You must request your Audio/Visual needs on your presenter form
- Presenters should plan on bringing 75 copies of their handouts.
- Selected presentations will be granted a complimentary conference registration for up to two presenters per session, **but will be responsible for their own travel and lodging costs.**
- If assistance is needed for parent presenters, an application to the Elsie Shaw Scholarship fund will need to be filled out indicating the needs of the presenter. These will be available after February 1, 2011.

6. **How will I know if the presentation that I have proposed has been selected?**

The selection committee will meet in early October and all applicants will be notified by November 15th, 2010 whether they have been selected. Selected presentations will be published on the Circles of Life Conference web site (www.circlesoflife.org)

7. **What else should I know about the Call for Presentations?**

- Please carefully review the application material. Be sure to use the application checklist (attached) to ensure that your application is complete.
- Please circulate this call for presentations with others who might be interested in presenting.
- Potential presenters are invited to submit multiple applications. However, there is a maximum of two accepted applications per presenter.
- Please feel free to make additional copies of the packet if you wish to submit multiple applications or share it with others.
- Presenters whose conference registration fee is waived by the committee are still required to register for the conference, for accurate meal counts and to ensure you receive a name tag and conference packet.