



**CALL FOR PROPOSALS
SPECIAL TOPIC SESSIONS**

**ITAA Annual Meeting – Bellevue, Washington
October 28-31, 2009**

Proposals must be submitted electronically by March 15th to maryanne@itaaonline.org & sschofi1@kent.edu

WHO: Proposals are invited from current ITAA members. Individuals may submit no more than one proposal as Session Coordinator. No more than six presenters may be listed on a Special Topic. The Coordinator is responsible for assuring that all presenters register for the meeting.

WHAT: Special Topic Sessions held during the annual meeting may include presentations, panels, small group discussions, or any other program which may be of interest to members. Special Topic Sessions occur within the regular meeting schedule and should address broad issues and encourage dialogue and audience participation.

FORMAT: Special Topic Sessions can be up to 75 minutes in length. Some sessions may be concurrent. Proposed sessions cannot exceed this time allotment. Proposed sessions should not require special facilities other than a meeting room. An LCD projector and screen will be provided to the Session Coordinator. Maximum number of attendees for each Special Topic Session will be based upon available facilities. There will be no reimbursement for expenses, fees, nor registration waivers provided for presenters. All benefits to outside speakers must be specified in this proposal and approved by the VP Scholarship and the Conference Chairperson.

PROCEDURE: Proposals (PDF files), no more than **2 single-spaced pages**, must be submitted electronically by March 15. Names of presenters and moderators must be confirmed prior to submission. **Create a unique file for each proposal.** Name the file with the coordinator's last name, followed by an abbreviated title, such as SmithSpecialTopicReviewing.pdf. The file should not be over 2MB. Each proposal should include:

- A. Summary description (30 words or less) for the printed program
- B. Name, address, email address, affiliation, and daytime phone number of coordinator
- C. Title of session
- D. Type of session (panel, speaker, etc.)
- E. Source of submission (individual, group, ITAA committee, etc.)
- F. General content of session and names of presenters
- G. Benefit of session to members

SELECTION: Proposals will be evaluated on the following criteria: (1) Benefit of the session to ITAA members, (2) Relationship of the session to the theme of the conference, and (3) Quality of the proposal.

SUBMISSION: Proposals **must be submitted electronically** to the ITAA Executive Director at maryanne@itaaonline.org and VP of Scholarship sschofi1@kent.edu by **March 15, 2009**. (PLEASE NOTE: this is a number "1" and not the letter "L").

FOLLOW-UP: Session Coordinator will receive an email confirmation of receipt of the proposal when submission has been completed. The ITAA Council will review Special Topic Session proposals. By May 1, the Session Coordinator will be notified of outcome. Directions for copy (6 page maximum) for the *ITAA Proceedings* and the copyright agreement will be posted at www.itaaonline.org. Proceedings copy and the signed copyright agreement (PDF) must be sent electronically to Proceedings@ITAAonline.org within 30 days after the annual meeting. The copyright agreement is posted on the website under "Calls, Annual Meeting."