



Community Living Ontario's Inspiring Possibilities AGM & Conference 2022 Session Proposal Guidelines

Thank you for your interest in presenting at **Community Living Ontario's Inspiring Possibilities AGM & Conference 2022!**

We are currently accepting proposals for workshops, presentations, and panel discussions for our Conference, which will be held **at the [Sheraton Parkway Toronto North Hotel & Suites](#) from September 15–16**. Each year, Community Living Ontario will continue to build on the *Inspiring Possibilities* theme and showcase new ideas and best practices.

Achieving Community Living Ontario's vision relies on us working together with our local associations, families, people who have an intellectual disability, and other organizations with similar values.

WHAT WE'RE LOOKING FOR

We want to encourage sessions that showcase best practices for how to actively and effectively create communities where we all belong, build on approaches that make our communities more welcoming, and grow partnerships that can help us make these changes happen everywhere. This year, we are looking for session proposals that:

- Are educational in nature, with clear learning objectives
- Attract and serve a diverse audience
- Creatively engage attendees
- Demonstrate best practices for "inspiring possibilities", especially for those who identify as having an intellectual/developmental disability.

Each session will be allotted approximately **75 minutes**, so please take this into account when planning your presentation.

In order to make the most informed decisions possible, we are requiring this year's proposal submissions to be more comprehensive than ever. Therefore, we are requesting that you provide us with ***one of the following***:

1. **A complete or near-complete copy of the presentation that you plan to deliver at our Conference.** This includes any slides, videos, and notes that you intend to use.
2. **A copy of a presentation on the same topic that you have previously delivered at another event.** If choosing this option, please indicate if and how your presentation at our Conference will differ.
3. **A detailed session outline.** This should include:

- **Style of session**, e.g.:
 - Lecture with Q&A
 - Interactive workshop
 - Panel session
 - Other
- **Type of session**, e.g.:
 - How-to: Practical session with steps on how to develop an initiative/service
 - Skills-based: Sessions that provide more enhanced skill development
 - Theory/discussion-based: Sessions that dive deep into a topic
 - Other
- **Tech/audiovisual requirements** (e.g., videos, music, Zoom breakout rooms)
- **Order of events with time estimates** (*Reminder:* Each session will be allotted approximately **75 minutes** total.)

All materials must be uploaded to the online submission form as either a PDF, DOC, or DOCX file. If your materials are in a different file format (e.g., PowerPoint), you will need to convert them prior to uploading.

If you have more than one session idea, **you may submit up to 3 proposals for consideration**. You will need to complete a separate application for each proposal. However, please note that **a maximum of 2 session proposals per speaker will be selected**.

If you'd like to see examples of successful sessions from last year's Conference, you can view them in [last year's Conference Program](#).

WHO WE'RE LOOKING FOR

We strongly encourage self-advocates, family members, support organizations, and other social justice groups to submit proposals. We also encourage submissions from Indigenous, racialized and LGBTQ2S+ speakers of all abilities. **Everyone has something to contribute!**

If you would like to propose a session that involves multiple people, you may have **up to 4 total (yourself + 3 additional)** presenters/speakers/facilitators.

Please note that if your proposal is selected, any changes to who is speaking must be approved in advance by the CLO Inspiring Possibilities AGM & Conference 2022 Committee.

In the survey, you will be asked to provide a speaker bio, which is where you can tell us about yourself. If your proposal is successful, this information will be used across all Conference marketing materials, so please ensure this information is accurate.



WHEN TO SUBMIT

The deadline for this year's proposal submissions is **April 26, 2022**.

HOW TO SUBMIT

Before you begin filling out the submission form, we recommend that you thoroughly read through the above guidelines, as well as the submission form questions — you can find a complete list of the questions [here](#). Make sure that you gather everything you'll need to answer them before beginning the submission form.

Next, [go to our online submission form](#) and fill it out with your responses. You will need to enter all required information on each page before moving to the next page, but you can go back and review or change your answers on previous pages as you progress. However, be sure to review all your materials once you reach the end, and perhaps ask a friend or colleague to take a look before you submit to ensure there aren't any mistakes — **once you submit your answers at the end of the form, you will not be able to go back and change them.**

After your proposal has been submitted, it will be reviewed by the CLO Inspiring Possibilities AGM & Conference 2022 Committee. This committee is made up of a diverse group of stakeholders, so **please make sure your answers are written in plain language where possible.** This will help ensure that everyone on the committee is able to fairly and properly evaluate your proposal.

If you require support with filling out this form, please reach out to **Aislinn DeRoches** at aderoches@communitylivingontario.ca.

If you have no other questions, then **congratulations, you are now ready to begin [submitting your proposal!](#)**