



Association for Education and Rehabilitation
of the
Blind and Visually Impaired

CALL FOR PRESENTATIONS

MAER Annual Conference
Livonia, MI
April 26 & 27, 2012

Share your experience and knowledge with the Michigan AER membership. **YOU** make a difference in our association. We grow more as professionals when we share our ideas and expertise. It is time to step out of the audience and share your experiences and knowledge with your peers. Why not team up with a colleague if you are uncomfortable about presenting alone? Submit a proposal for a 75 minute session or panel.

Enclosed are a "Call for Presentations Application" and the procedure for submission information. Please note the **due date for submission of proposals is Monday, October 31, 2011**. You will receive written notice as to whether your proposed presentation will be included in the program no later than January 27, 2012.

Submit the completed form by e-mail on or before **Monday, October 31, 2011** to:

Erica Ihrke
Email: eihrke@leaderdog.org
Work: 248-659-5053
Cell: 248-895-8504

DEADLINE FOR SUBMISSIONS: Monday, October 31, 2011

MAER 2012 Annual Conference

CALL FOR PRESENTATIONS APPLICATION

This application must be fully completed for presentation consideration.

Name of Lead Presenter: _____

Highest Degree of Lead Presenter: _____

Organization: _____ Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Fax: _____ Email: _____

Names of Additional Presenters & Highest Degrees: _____

Title of Presentation: _____

Presentation Length: 75 min.
 Other: _____

Type of Presentation: Workshop
 Panel Discussion
 Lecture
 Hands-On
 Slides, Video, Multi-Media

Target Audience: Rehabilitation Teachers
 Low Vision Therapists
 Rehabilitation Counselors
 O&M Specialists
 VI Educators
 Parents
 Other: _____

Abstract (maximum of 50 words; use separate sheet if necessary) exactly as you would like it to appear in the conference program, if your proposal is accepted:

Learning objectives of the presentation (minimum of three):

Presenter(s) biography (maximum of 100 words; use separate sheet if necessary) exactly as you would like it to appear in the conference program, if your proposal is accepted:

Important Accessibility Note: Please join MAER in our commitment to provide all conference participants equal access to materials. Presenters are responsible for submitting presentation material to MAER no later than April 6, 2012 for material to be posted to the MAER website prior to the conference and accessible formats to be made. If you have handout material that you will be distributing to your session attendees and cannot send them to us prior to the dates above, you must bring the handout materials with you in all three accessible formats: Regular print, Large print and Braille. If the handouts are not in all three media types, the session moderators have been instructed to not allow distribution to the session attendees. Likewise we ask that you describe any visual materials presented during your session.

Check the box by the AV equipment or special set-up that you may need for your presentation:

- Screen
- TV/VCR
- TV/DVD
- LCD Projector (Must provide own laptop)
- Internet Access
- External Speakers for laptop
- Other: _____

Laptops are not provided. MAER cannot promise to provide LCD projectors, as they are loaned by generous agencies. Presenters are encouraged to bring their own LCD projector and laptop. Technical support during conference is minimal.

WAIVER AND CONSENT

As submitter of this proposal, I understand that upon acceptance each presenter listed above must register for the conference if I plan to attend events and presentations other than my own. I also understand that MAER cannot pay for transportation, lodging, meals, honoraria, or other costs for presenters. I also agree to notify MAER in writing by **February 26, 2012**, if my presentation needs to be cancelled. I understand that I am responsible for submitting presentation material to MAER no later than **April 6, 2012** for material to be posted to the MAER website prior to the conference and accessible formats to be made. By indicating your name in the blank below, you acknowledge this waiver and consent statement.

Signature of Presenter:

Date:

Submit the completed form by e-mail on or before **Monday, October 31, 2011** to:

Erica Ihrke

Email: eihrke@leaderdog.org