



Abilities Expo 2020 Show Series Workshop Program Information Packet

Thank you for your interest in sharing your knowledge and expertise with Abilities Expo attendees! We look forward to the possibility of working with you. **All potential workshop presenters must review this information packet** and the workshop policies (in their entirety) prior to submitting a workshop proposal. It is understood that **all presenters will be familiar with these details** including the schedule format, audio-visual/presentation equipment provided, and the requested topics. Please let us know if you have any questions.

Thank you!

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About Abilities Expo

Abilities Expo is the leading event for 54 million Americans with disabilities and those who support them - families, caregivers and healthcare professionals. Abilities Expo is about bringing necessary products and services together under one roof for the community of people with disabilities. It's about introducing opportunities that can enrich people's lives ...especially opportunities they never knew were out there.

The show's primary focus is to connect attendees with exhibitors for access to products, resources and services. In addition, Abilities Expo offers a broad selection of free educational workshops, events, and activities to enhance the attendee experience.

We seek speakers and organizations that are interested in sharing their expertise and knowledge at Abilities Expo. If you would like to be involved, please submit a workshop proposal by the deadline. Early submission of proposals is strongly encouraged.

Abilities Expo Attendees

38% Parents / Friends /
Caregivers
36% People with
Disabilities
20% Healthcare &
Disability
Professionals
6% Other

2020 Shows, Dates, Locations and Deadlines to Submit Workshop Proposals

Submit your workshop proposal by the deadlines noted. Applications received after the deadline can be considered for 2021. We encourage potential speakers to submit applications early as the workshop schedule for each show may be finalized prior to the proposal deadline.

Los Angeles February 21-23, 2020

Los Angeles Convention Center - West Hall A, Los Angeles, CA
Deadline to Submit Proposal: October 22, 2019

New York Metro May 1-3, 2020

New Jersey Convention Center, Edison, NJ
Deadline to Submit Proposal: January 3, 2020

Chicago June 12-14, 2020

Renaissance Schaumburg Convention Center, Schaumburg, IL
Deadline to Submit Proposal: February 21, 2020

Houston July 31-August 2, 2020

Reliant Center, Hall E, Houston, TX
Deadline to Submit Proposal: April 2, 2020

Phoenix September 11-13, 2020

WestWorld of Scottsdale, Scottsdale, AZ
Deadline to Submit Proposal: May 13, 2020

San Mateo October 16-18, 2020

San Mateo County Event Center - Expo Hall, San Mateo, CA
Deadline to Submit Proposal: June 25, 2020

Dallas December 11-13, 2020
Dallas Market Center, Dallas, TX
Deadline to Submit Proposal: August 13, 2020

2021 Shows, Dates, Locations and Deadlines to Submit Workshop Proposals

2021 shows and workshop proposal deadlines will be announced approximately 1 year in advance at www.abilities.com. 2021 workshop proposals may be submitted early using the details found in this packet. Submit your workshop proposal by the deadlines or before. Applications received after the deadline can be considered for the following year. Early submission is encouraged! The workshop schedule for each show may be finalized prior to the proposal deadline in order to meet show promotion schedules.

Workshops Format

- Workshops will be considered for presentation on any or all three days of each show.
- Length: All workshops are 1 hour in length. Presenters are expected to present 45 minutes of content and allow 15 minutes for questions and answers. Workshops may not exceed 1 hour.
- Cost to Attendees: Abilities Expo is a free event. Workshops are also free.
- Cost to Presenters: There is no cost to present. Presenters are not required to exhibit.
- Number of Attendees: Attendees will not be registering for specific workshops. Attendance is first-come-first-served and will vary from workshop to workshop. Attendance may be a small group of people or reach the workshop space capacity of as many as 100 people.
- Due to the large number of workshops, events and other activities taking place at Abilities Expo, we do not announce each workshop over the public address system. Workshops are promoted on signs at the event and in the show directory provided to each attendee.

Audio-Visual Support and Workshop Spaces

- All workshops take place on the show floor, **not** in separate meeting rooms.
- Audio visual equipment provided includes: a sound system, wireless headset microphone for the speaker, wireless handheld microphone for audience questions, **either** a screen/LCD projector combination or an LCD plasma monitor, a laptop computer and wireless slide advancer.
- A dedicated audio-visual technician assists all workshop presenters with audio-visual set up.
- The workshop space accommodates 100 attendees (50 chairs and space for 50 attendees who use mobility devices). Each workshop space includes a presenter's table, and a handout table.

Preferred Topics

The **most popular workshops** at Abilities Expo are those that provide practical information, focus on living life fully with a disability and are applicable to people with many different types of disabilities. **Please note we do not** schedule motivational, inspirational and/or life story workshops at these shows.

Below is the list of workshop topics we are seeking for the 2020 Abilities Expo shows. Topics marked with an asterisk are part of our core curriculum for 2020 and have been the most popular with attendees in recent years.

- Accessible Housing/Home Modifications*
- Aging and Disability
- Alternative, Complementary and Emerging Therapies
- Animals - Service and Therapy*
- Assistive Technology
- Blind and Vision Loss Support/Services
- Caregivers
- Computer and Smart Device Access
- Dating, Relationships, and Intimacy*
- Deaf and Hard of Hearing Support/Services
- Emergency Preparedness
- Exercise, Fitness and Sports*
- Financial Management and Future Care Planning
- Medical Marijuana/Therapeutic Cannabis*
- Nutrition and Wellness
- Pediatric Specific Information
- Recreation
- Relationships: Dating, Family, Parent to Child*
- Research: Clinical Trials, Emerging Treatments, Stem Cell Research, etc.
- Transportation Solutions / Vehicle Modifications*
- Travel and Vacation*

How to Submit a Workshop Proposal

Submit the following information via email to cselinger@abilities.com. All information should be presented on a single document. File types accepted include Word, Text, and PDF.

1. Proposed Title.
2. Proposed Description: Descriptions must be in paragraph form and no more than 150 words.
3. For each Presenter: Their Name, Job Title, Organization, any Professional Credentials (such as PT, OT, PhD, MBA), Telephone Number, Email Address, and Social Media Handles (Twitter, Instagram, Facebook). **Please include all social media handles.**
4. Presenter Bio: Bios should be in paragraph form and approximately 150 words long.
5. Images that represent the workshop content and headshots of the presenter(s).
6. Show or shows you would like to be considered for as a workshop presenter.
7. Website and/or social media for the presenting organization.
8. Signed copy of Workshop Policies document.

Selection Criteria

Please take time with your proposal. We review **many** proposals and ***the quality of the workshop title and description are key factors in the consideration process.*** Applications must be complete. A well-defined proposal meets the following criteria:

- Includes all items listed above under “How to Submit a Workshop Proposal”
- Clear title and description
- Well-defined focus to your identified audience
- Relevant and practical information
- Value to attendees
- Qualifications of the presenter to speak on the topic
- Connection of the speaker to the disability community

Only ***fully completed*** applications that are ***within word limitations*** can be considered. Please make sure your workshop description is concise and includes stated outcomes.

Notification

Workshops are selected between three and four months prior to the date of the show. Selected speakers will receive confirmation in advance of show promotions to confirm your session and scheduled date and time.

Marketing and Promotion of Workshops

Speakers for Abilities Expo receive significant exposure via our website and promotions. Each show features an extensive marketing campaign using direct mail, email, website, media outreach and advertising. We encourage you to review the Abilities Expo website, <http://www.abilities.com/> before submitting your proposal to get a sense of how workshops are promoted.

Selected presenters are expected to promote their workshop to their own networks. Abilities Expo will provide you with digital marketing tools to share on your website, via email and social media.

Questions?

Please feel free to contact Christine Selinger, Director of Education and Events, with any questions.

Christine Selinger
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