Abilities Expo
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. Early submission of proposals is strongly encouraged.

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

Shows, Dates, Locations and Deadlines to Submit Workshop Proposals

Workshop proposals will be accepted one year in advance of each show. For the full list of shows, dates, and locations visit our website at www.abilities.com. The website will always have the most up to date information about our schedule.

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 dedicated people or it may draw as many as 100 people.
- Due to the large number of 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, in the show directory, and online in social media and the Abilities Expo website.

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, two microphones (one handheld, one headset or lavaliere), an LCD plasma monitor, a laptop to display presentations, and a wireless slide advancer ("clicker").
- 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.
- **We do not use podiums or speaker stands.**

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. See below for recommended topics. Those with an asterisk (*) are most popular with attendees.

Please Note:
- We ***do not*** schedule motivational, inspirational and/or life story workshops at these shows.
- Presentations designed as marketing or promotional pitches for specific products, programs or technologies **are not permitted**.
- All presentations are expected to be general and unbiased, and based in education.

Recommended Topics:
Accessible Housing/Home Modifications*
Alternative, Complementary and Emerging Therapies
Animals - Service and Therapy*
Assistive Technology
Dating, Relationships, and Intimacy*
Emergency Preparedness
Employment Advice/Preparation*
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, etc.
Transportation Solutions / Vehicle Modifications
Travel and Vacation*

How to Submit a Workshop Proposal

Submit the following information via email to slaucks@abilities.com. All information should be presented in a single document or email. If sending in a file, please send in Word or Text.

1. Workshop Title: Be clear and concise.
2. Proposed Description: Descriptions must be in paragraph form and no more than 150 words.
3. For each Presenter: Presenter's 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. Website and/or social media for the presenting organization(s).
6. Images that represent the workshop content and headshots of the presenter(s). Please send images separately (not embedded in a document) in as large of a file as you have available.
7. List the show or shows you would like to be considered for (location and dates).
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 eight 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 Sarah Galbraith Laucks, Director of Education and Events, with any questions.

    Sarah Galbraith Laucks
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