CAPDHHE	
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## **ACPDHMES**

## 2016 CAPDHHE CONFERENCE PROPOSAL FORM

You are invited to submit proposals for the 2016 CAPDHHE Conference by **February 8, 2016.** The Program Committee will respond to your submissions no later than February 26, 2016.

Each session will be seventy-five (75) minutes in length and rooms can hold a maximum of 30 people. However, the Planning Committee reserves the right to limit the number of participants in each session. Please complete the information below. We request that you send the completed Conference Proposal Form by email to: <a href="mailto:capdhheconference@gmail.com">capdhheconference@gmail.com</a>.

Basic Information					
Name (s):		Preferre	d Name(s):		
Preferred Salutation:					
Pronoun (Select one):	She/Her	He/Him	They	Zee	Other:
Institution:					
Phone Number:		Email a	address:		
Preferred method of com	nmunication:	Email		Telephone	
Session Description					
Title of proposed conference presentation:					
<ol> <li>Please indicate which of the three streams your topic best fits (see cover page for full descriptions):</li> </ol>					
□ Preventing discrimination and harassment, sexual harassment, sexual assault and stalking					
□ Dealing with the opportunities and challenges of human rights work in today's environment					
□Explore how the growing body of research including unconscious bias can be incorporated into changing cultures and creating more equitable and inclusive learning, working, and living campus environments.					

Canadian Association for the Prevention of Discrimination and Harassment in Higher Education / L'association canadienne pour la prévention de la discrimination et du harcèlement en milieu d'enseignement supérieur / www.capdhhe.org

3.	Session Format (please indicate below	the format of your presenta	ation):
	"How to" Session/Practical Tools $\square$	Showcase/Exhibit □	Panel Presentation □
	Interactive Session □	Lecture/Paper □	Facilitated Small Group □
Lang	uage of Session:*		
	English	French	ASL
4.	Session Content Description (maximum	n 250 words):	
Canadi	an Association for the Prevention of Discrimination a	and Harassment in Higher Educatio	on / L'association canadienne pour la

prévention de la discrimination et du harcèlement en milieu d'enseignement supérieur / www.capdhhe.org

5.	Content Summary or Abstract (maximum 100 words). Please note that if your proposal is selected, this summary will likely be used for the program booklet.
6.	Session Objectives: Please describe what knowledge or skill participants will gain (maximum 100 words):
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7. Biography: Please provide a brief biography of 50 words or if you are presenting in a group, a description of the group.
AV Questions and Information for Presenters
8. Is there any audio or video feature attached to your presentation?
Yes □ No □ 9. Will there be any video streaming in your session?
Yes □ No □ Please endeavor to use videos that have closed captioning for greater accessibility.
Please note:
<ul><li>I. You are responsible for bringing your own laptop.</li><li>II. Laptops will be connecting to projectors via a VGA connection.</li></ul>
III. If you will be using a MAC computer, please ensure that you bring the relevant dongle that will allow for a VGA connection. This will not be supplied onsite as different MAC computers connect differently.
IV. Please bring any other accessories that you might require.
Accommodations
10. Please indicate if you or any member of your group requires an accommodation (please note that a member of the CAPDHHE 2016 Planning Committee may contact you directly regarding the accommodation(s) you have requested).

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## **Acknowledgement and Additional Notes:**

We are grateful to the contributions and sharing of knowledge by all workshop presenters and copresenters. We recognize the time commitment, passion and energy that go into preparing and delivering a presentation.

We ask that you note the following:

- Presenters are strongly encouraged to participate for the duration of the conference. Presenters
  who stay for the entirety of the conference are expected to register for the conference and pay the
  registration fee. If you would like to attend the conference solely for the day that you are
  presenting, we can offer you a \$250.00 one-day registration fee plus GST for this purpose.
- Be responsible for all out-of-pocket expenses including transportation, room and board.
- Be responsible for providing handouts for a maximum of 30 participants.
- Be willing to present without expecting any form of payment including an honorarium or fee-for-service, etc.
- Submit, in a timely manner, any address, name or presentation information change.
- Submit an electronic copy of the presentation no later than April 22, 2016. We require the presentation in advance in order to give the American Sign Language (ASL) translators the time to be able to read and prepare their translation of the presentation.
- Please note that we will also circulate the presentations to participants.

## Notice regarding the collection of information:

Notice regulating the concetion of information.			
33 of the Freedom of Informatic conference planning and corre	s contained in this form is confidential a on and Protection of Privacy Act, and w spondence purposes, and implementat any questions in this regard, please cor	vill be used for CAPDHHE 2016 tion of services and	
Name	Organization	Date	