

# HOW TO SUBMIT YOUR PRESENTATION PROPOSAL

## *for The Annual Family Cafe*



We're excited to invite you to submit your presentation proposal for this year's Annual Family Cafe! Submitting your proposal is an easy process through our event website. This guide will walk you through each step to ensure your proposal is submitted correctly and on time. Let's get your ideas ready to inspire our attendees.

### Step One

Access the **Presentation Proposal form** by visiting [annual.familycafe.net](http://annual.familycafe.net) and clicking "Presenters" on the navigation bar. Then, click the **"Apply Here"** button to get started.

**Synopsis and Expertise should be less than 100 words each**

Fill out the **Primary Presenter's** basic details first. This individual will be the main **point of contact** and receive all communications from The Family Cafe. If you have co-presenters, you can add their information afterward. Once completed, **click "Continue."** Next, enter your presentation's **title and synopsis**, along with your relevant expertise.

### Step Two

The Family Cafe encourages the use of respectful and inclusive language. Consider **using identity-first** ("disabled person") or **people-first** ("person with a disability") terminology and **avoiding euphemisms** ("differently abled") or **impairment-based** language ("suffers from").

### Step Three

**Submit** your proposal! We will send you a **confirmation email** upon receiving your proposal. If you would like to submit additional presentation proposals, go back to **step one**.



### *Recipe for Success*

- 1/2 cup of Clear, Easy-to-Follow Content
- 1/2 cup of Engaging Storytelling
- 1 cup Practical Insights
- Spoonful of Resources

*Whisk together and serve immediately!*

**We look forward to reviewing your Presentation Proposal!**

### *Contact Information*

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