

# CALL FOR PROPOSALS

## Submission Guide



Virginia's Collaborative Early Childhood Birth to Five Conference



July 14-16

ROANOKE

|                                      |     |
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<https://veipd.vcu.edu/ccss/>



Submission guide adapted from International Society for Technology in Education (ISTE))

# SEEKING Great Proposals



**Creating Connections to Shining Stars** is a collaborative effort between Virginia's Part C, Early Intervention and Part B, Early Childhood Special Education programs. The conference will focus on promoting and supporting the implementation of evidence-based practices in inclusive settings for infants, toddlers, and young children, both with and without disabilities.

**Share boldly.** Don't just present, share innovation and knowledge from your own experience.

**Be future focused.** Choose a trending topic and push the boundaries of current knowledge.

**Inspire.** Empower participants to explore and learn new strategies.

**Engage.** Encourage active participation and model best practices. Be so captivating that your audience will leave energized.

**Show, don't tell.** Demonstrate creative applications of implementation into practice and invite the audience to join.

**Advocate for equity.** Share the importance of application and access to meet the needs of all learners.

**Be inclusive.** Choose co-presenters who represent diverse backgrounds, perspectives and experiences.

**Be objective.** Sell an idea, not a product or brand.

**Educate.** Share your ideas based on evidence-based practices.

## WHAT IS YOUR BIG IDEA?

Sometimes, revolutionary ideas don't fit into a specific category. Don't let that stop you from sharing yours, even if it doesn't match one of these hot topics.



# PROPOSAL

## Submission Guidelines



### Presenter Information

Gather all of the information for ALL presenters (including primary and additional presenters)

- First and Last Name
- Company/Institution/Affiliation
- Professional title
- Department
- Complete mailing addresses
- Phone numbers
- Email address
- Demographics – gender, age range, ethnicity, language, years in early childhood

### Presentation Title

Titles provide participants insight into the main focus of the session. Think of the title as a one line elevator pitch to entice the audience to come to your session.

- Make a great first impression and write an attention worthy title. Engage the audience by creating curiosity that invites participants to read the abstract. Use powerful or catchy phrases to captivate their attention.
- Presentation title should be no more than 225-character limit including spaces.

### Abstract

Abstracts are included in the program to describe what content to expect during the session.

- Abstracts help entice the audience to attend the session. Captivate the audience about your description being clear about expectations and outcomes of the session.
- Abstracts should be no more than 375-character limit including spaces.

### DEC Recommended Practices

Sessions must be aligned with the Division for Early Childhood's Recommended Practices which guide practitioners and families about the most effective ways to improve learning outcomes and promote the development of young children who have or are at-risk for developmental delays or disabilities.

- List the number for each [DEC Recommended Practice](#) addressed by this session (minimum of 3). Pdf version available [here](#).

### Description Section

This section helps conference proposal reviewers evaluate each conference session proposal. Be sure to include all requested information for each section.

**Objectives** (700-character limit including spaces) Write session objectives that are clearly stated, support the proposal content, and relate to participant outcomes and meet the needs of the intended audience. Include ideas, goals and the means for achieving them.

**Outcomes** (700-character limit including spaces) Write a clear description of how the presentation will lead to productive outcomes for young children and their families across the spectrum of diversity (ability, cultural, linguistic, religion, sexual orientation, socioeconomic status, among others).

**Relevance** (700-character limit including spaces) Write a detailed description of how the content is immediately relevant and will lead to productive outcomes for young children, families, practitioners, and/or professionals from a variety of backgrounds (e.g., considerations for culture, gender, language, race, ethnicity, religion, sexual orientation, socioeconomic status, and diverse abilities).

**Current Evidence Base** (700-character limit including spaces) Include a detailed statement(s) of how your proposal reflects alignment with the DEC Recommended Practices chosen and the evidence base supporting the practice, content, or outcome or include a description of how the presentation will add to the evidence base. DO NOT include citations.

**Presentation of Materials** (700-character limit including spaces) Describe how the presentation is organized, including the adult learning methods that will be used to engage the audience. Include how the materials will be accessible to members in the audience.

# FREQUENTLY Asked Questions



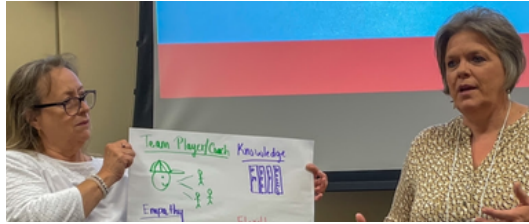
Virginia's Collaborative Early Childhood Birth to Five Conference

## CALL FOR PROPOSALS

**OPENS:** DEC 05, 2025 **CLOSES:** JAN 09, 2026



***DON'T DELAY.  
SUBMIT TODAY!***



### How do I submit my presentation proposal?

All proposals must be submitted via our online submission form.

### Do I have to register for the conference if my proposal is accepted?

All presenters are required to register for the conference. They may choose to register for the 3-day conference option which includes a preconference session or register for the 2-day conference option.

### Can I submit more than one proposal?

An individual's name should appear on no more than 2 proposals: one as the *Primary Presenter* and one as the *Additional Presenter*.

### When do I need to complete my submission?

We must receive your submission before midnight (11:59 p.m. EST) January 09, 2026. Late submissions will not be accepted.

### Can I present virtually?

No, CCSS Conference will not be offering hybrid this year.

### When will I find out if my proposal has been accepted?

We will send an email notification telling you that decisions have been posted to primary presenters by early February.

### How will my proposal be evaluated?

Conference proposal submissions are double-blind peer reviewed. The Proposal Committee will evaluate proposals based on the session's relevance and appropriateness to the field, supporting evidence, and clarity of participant outcomes. The committee prioritizes a conference program that is balanced across current topics and targeted audiences. Evaluations are based primarily on:

- Well-stated, specific, and measurable objectives that directly and clearly support content and relate to participant outcomes.
- Well-written description that provides detailed statements of productive outcomes for young children and families.
- Content written is immediately relevant and important for young children, families, practitioners, and/or professionals from a variety of backgrounds.
- Statements include the evidence base supporting the practice, content, or outcome and alignment with DEC's Recommended Practices.
- Presentation of materials aligns with adult learning methods including multiple means of representation, and description of material and content accessibility.
- Quality of writing (clear writing style, organization, clarity of ideas and expression).



# SAMPLE Submission Form



## THINGS TO CONSIDER AS YOU BEGIN YOUR SUBMISSION:

- An \* indicates that a value is required before submitting this form.
- You must complete a submission once you begin. The information on each page will not be saved. To expedite the online submission process, we recommend that you first draft your proposal summary responses in another application, then copy and paste in the form.

**Presenter Information and Handouts:** Presenter bios, pictures, and any relevant handouts will be available to participants through the CCSS Conference App. Presenters will be required to submit handouts electronically by **June 19, 2026**. If accepted, details and submission instructions will be provided. Presenters will be responsible for any physical paper copies.

**Eligibility for Submission:** We encourage novice and experienced presenters alike. CCSS strives to incorporate a diverse array of presenters and perspectives. We welcome presenters of different nationalities and varying levels of experience representing both individual experts and those representing institutions and organizations. The most interesting sessions are ones that offer different perspectives. Please consider how your presentation will contribute to the diversity of experience, opinion, and representation in your session.

**Registration:** All presenters are required to register for the conference. They may choose to register for the 3-day conference option which includes a preconference session or register for the 2-day conference option. In appreciation for presenting at CCSS, accepted presenters will be provided with early access to registration prior to registration being opened to general conference attendees. Once registration is open to general conference attendees, no special dispensation will be granted.

**Lodging:** In appreciation for presenting at CCSS, accepted presenters will be provided with early access to reserve their hotel rooms prior to reservations being opened to general conference attendees. Once lodging reservation is open to general conference attendees, no special dispensation will be granted.

**Hybrid:** CCSS will not be offering a hybrid option.

**Audiovisual equipment:** LCD projectors, projection screens, and speakers will be provided. Presenters are responsible for any additional equipment needed (including laptops and adapters for Apple products).

**Presenter Limit:** In order to encourage diverse perspectives, CCSS has instituted a participation limit for individual presenters. Individuals may only appear on 2 session proposals total. If an individual is listed as a presenter or co-presenter on more than 2 proposals, none of the proposals will be considered until that individual has withdrawn their name from the appropriate number of proposals. There is a limit of 4 presenters per session.

**Sessions:** These sessions are designed longer to be interactive and engage participants in hands-on activities and discussions. Sessions are 90 minutes, including a presentation or panel discussion with time for audience engagement such as group discussions, Q&A, and action planning activities.

**Status:** All primary presenters will be notified of submission results via email by early February. Primary presenters are responsible for notifying co-presenters of the decision. Event confirmation forms and formal letters of acceptance will be sent via email shortly thereafter. Your confirmation form must be completed, signed electronically, and returned to CCSS no later than **February 13, 2026**, for the accepted event to appear in the 2026 conference schedule. Presenters will have the opportunity to register for the conference and rooms prior to the public. Confirmed presenters should be prepared to register by **February 13, 2026**.

**Vendors:** The committee is unable to accept proposals promoting commercial interests. Vendors wishing to present at the conference should contact the Vendor Committee Chair Margo Vaughan ([@mvaug74@vt.edu](mailto:mvaug74@vt.edu)).

**Questions:** Send questions to Lisa Terry at [lmterry@vcu.edu](mailto:lmterry@vcu.edu) or Margo Vaughan at [mvaug74@vt.edu](mailto:mvaug74@vt.edu).

# 1. Session Overview

## Session Title:\*

225 character limit including spaces

Your title should help attendees easily understand the topic of your session, with the first few words aiming to attract your session's primary audience. Please use title case. Please do not include emojis.

Example: *Blame it on the Brain: The Truth about Temperament*

## Age-range Addressed:\*

☐

0-3

☐

2-5

☐

0-5

## List the number for each DEC

### Recommended

### Practice addressed by this session

(minimum of 3):\*

Assessment

Environment

Family

Instruction

Interaction

Leadership

Teaming & Collaboration

Transition

Find practice numbers in [DEC's Recommended Practices document](#). More information on DEC's Recommended Practices can be found [here](#).

# 2. Session Description

## Abstract (a session overview used in the conference program):\*

Accurately describe the session and what participants will gain from attending. Abstracts should be carefully edited and proofread. 375 character limit including spaces

## Objectives:\*

Write session objectives that are clearly stated, support the proposal content, and relate to participant outcomes and meet the needs of the intended audience. Include ideas, goals and the means for achieving them. 700-character limit including spaces

## Outcomes:\*

Write a clear description of how the presentation will lead to productive outcomes for young children and their families across the spectrum of diversity (ability, cultural, linguistic, religion, sexual orientation, socioeconomic status, among others). 700-character limit including spaces

**Relevance:\***

*Write a detailed description of how the content is immediately relevant and will lead to productive outcomes for young children, families, practitioners, and/or professionals from a variety of backgrounds (e.g., considerations for culture, gender, language, race, ethnicity, religion, sexual orientation, socioeconomic status, and diverse abilities). 700-character limit including spaces*

**Current Evidence Base:\***

*Include a detailed statement(s) of how your proposal reflects alignment with the DEC Recommended Practices chosen and the evidence base supporting the practice, content, or outcome or include a description of how the presentation will add to the evidence base. DO NOT include citations. 700-character limit including spaces*

### 3. Presenter Information

*An individual's name should appear on no more than 2 proposals: one as the Primary Presenter and one as the Additional Presenter. Please proofread for accuracy. Please include all presenters. There is a limit of 4 presenters per session.*

**Provide contact information for the primary presenter.****Name\***

First Name

Last Name

Professional Title

Targeted Population

Options: Early Intervention, Birth to Three; Child Care, Birth to Five; Early Childhood Special Education, 2-5 years; Preservice/Students; Other:

**Address\***

Agency/Organization

Street Address

City

State/Province

Postal/Zip Code

**Email\***

(example@example.com)

Email Address

**Phone****Number\***

Area Code

Phone Number

## Demographics

### Current Age Range\*

- |                                |   |
|--------------------------------|---|
| <input type="checkbox"/> 18-22 | <input type="checkbox"/> 50-59                |
| <input type="checkbox"/> 23-29 | <input type="checkbox"/> 60-65                |
| <input type="checkbox"/> 30-39 | <input type="checkbox"/> 65+                  |
| <input type="checkbox"/> 40-49 | <input type="checkbox"/> Prefer not to answer |

### Gender\*

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Female     | <input type="checkbox"/> Other (Please specify) |
| <input type="checkbox"/> Male       | <input type="checkbox"/> Prefer not to answer   |
| <input type="checkbox"/> Non-binary |   |

### Ethnicity\* Which of the following best describes you: *(May choose more than one)*

- |   |  |
|---|--|
| <input type="checkbox"/> American Indian or Alaskan Native  | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
| <input type="checkbox"/> Asian                              | <input type="checkbox"/> White/Caucasian                     |
| <input type="checkbox"/> Black or African American          | <input type="checkbox"/> Prefer not to answer                |
| <input type="checkbox"/> Hispanic, Latino or Spanish Origin | <input type="checkbox"/> Other (please specify)              |
| <input type="checkbox"/> Middle Eastern or North African    |  |

### Language\* What is your primary language?

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> English  | <input type="checkbox"/> Prefer not to answer   |
| <input type="checkbox"/> Spanish  | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Mandarin |   |

### Years in the field\* How long have you worked in early childhood?

- |  |   |
|--|---|
| <input type="checkbox"/> Not yet employed in the field | <input type="checkbox"/> 11-15 years          |
| <input type="checkbox"/> Less than 1 year              | <input type="checkbox"/> 16-20 years          |
| <input type="checkbox"/> 1-2 years                     | <input type="checkbox"/> 21-25 years          |
| <input type="checkbox"/> 3-5 years                     | <input type="checkbox"/> 26 years or more     |
| <input type="checkbox"/> 6-10 years                    | <input type="checkbox"/> Prefer not to answer |

### Have you delivered this exact presentation at any previous CCSS Conference?\*

- |                              |
|------------------------------|
| <input type="checkbox"/> Yes |
| <input type="checkbox"/> No  |

Add additional presenters? ☐ Yes

**Note:** The same questions will be asked for each presenter added.



## 4. Submit

### Submission Agreement:

In order to submit your proposal, you will need to read and agree to the following five statements:

1. I understand that as the primary presenter, it is my responsibility to notify and disseminate all logistical and other information to co-presenters.
2. I agree that neither I nor my participating co-presenters will use the session as a platform to promote products or services of any kind.
3. I understand that presenters do not receive complimentary registrations, honoraria, or paid expenses to speak at the CCSS Conference.
4. I understand it is my responsibility to register myself for the conference and to inform all co-presenters that they too are solely responsible for registering themselves for the conference. Presenters are encouraged to register prior to public access to registration to guarantee a registration slot and room block.
5. I agree that all presenters for this session will be fully informed that they must be available to present any day of the general conference programming (July 15-16, 2026) and that they will not be permitted to participate in more than two proposals.

I confirm that I have read and agree with the five statements listed and that I am responsible for sharing this information with all presenters for this session.

Submit



Print Form

## Summary

### Required\*

You must complete a submission once you begin. The information on each page will not be saved. To expedite the online submission process, we recommend that you first draft your proposal summary responses in another application, then copy and paste in the form.

### PROPOSAL SUMMARY TIPS

If your proposal is accepted, your title and abstract will be viewable on the conference app. Make sure that all content (including spelling and grammar) is suitable for public reference.

Keep in mind that the proposal reviewers may not know you or your reputation, or be familiar with the specific technologies, models or instructional strategies you are addressing. Be sure to provide sufficient detail, including full names (not acronyms) and brief descriptions of all such elements in your proposal summary so reviewers can evaluate the relevance and usefulness of the information to attendees. *See page 3 for specific information reviewers will use to evaluate your proposal.*