



Tips for Submitting a Call for Proposal

Presenter Information: The AOCC is seeking proposals from experienced counselors, school counselors, educators and leaders. The person listed as lead presenter will be the person receiving AOCC communications and responsible for completing all required tasks. Each proposal may have no more than two co-presenters. Requests to include additional co-presenters will not be honored. If your proposal is a panel format, please only provide the name of the lead presenter who will moderate. Panel participants do not need to be listed as co-presenters. **Please Note:** Graduate students who do not yet hold a professional counseling or school counseling license are not permitted to be listed as lead presenter.

CFP Limits: We ask that no individual submit any more than three (3) Call for Proposals.

OCA vs. OSCA Submission: At the end of the proposal form, you will be asked if your session is being submitted on behalf of OCA (mental health counselors) or OSCA (school counselors). How you answer will determine which organization will be responsible for reviewing and selecting your submission. Please note those who select OCA will have to provide additional information that will be needed for the CE approval process with the OCSWMFT Board.

Proposal Information to Gather Before Submitting: Below is a list of specific information that will be asked for on the form. This list is provided to allow those submitting a proposal to have all information prepared prior to submitting.

- Session Title (no longer than 100 characters)
- Session Description (no more than 600 characters)
- Two (2) Learning Objectives
- Brief Explanation of the presenter(s) background/experience with the topic
- Licensure, Employer, Education and Membership Information for Each Presenter
- **OCA Specific:** Two (2) Research/Reference Citations from outside sources that will be included in your presentation
- **OCA Specific:** PDF copy of the resume/CV for the lead and each co-presenter

Desired Topics: Proposals that focus on best practices, practical skills, programs and activities, interventions, partnerships, etc. are desired. Sessions focused on review of research, basic background information and theoretical practices will be considered, but may undergo additional review for consideration.

Marketing of Products or Services: If you're a company or provider that offers a relevant product or service to counselors, consider how you can partner with active counselor clients who can speak to their story, the challenges they've faced, and what changes they were able to make by implementing the product or service. Make sure to discuss alternate resources or support if participants can't currently utilize the product or service (due to funding, access, etc.). Sessions with a strong focus on marketing of a product/service may be given extra scrutiny.

Scoring Rubric: Be sure to review the *AOCC Scoring Rubric* to know how all proposals will be evaluated.

Timeline: It is the goal of the AOCC to notify everyone of selection or non-selection of your CFP by mid-June at the latest. Notifications will be sent via email to the named lead presenter.