



# Maryland Career Development Association

## Session Proposal Instructions

2018 Annual Maryland Career Development Association Conference

### “Thriving in a Changing Workplace”

April 12 and 13, 2018  
Double Tree by Hilton Hotel  
Columbia, Maryland 21045

**Submission deadline is midnight, Friday, December 15, 2017.**

MCDCA invites you to share and showcase your professional expertise, research, and best practices. For consideration, we encourage you to submit a proposal addressing the theme, “*Thriving in a Changing Workplace*”. The deadline for proposals is Friday, December 15, 2017.

#### Conference Audience

The audience for the 2018 Annual Conference includes career development professionals in various settings including: secondary schools, colleges and universities, government, military, private sector, one stop career centers, corrections and private practice. Typically, workforce development professionals, school counselors, counselor educators, and career coaches attend.

#### Clock Hours Available

Our annual conference is an opportunity for networking, professional development and earning National Board of Certified Counselors’ clock hours.

In order for proposals to be eligible for Continuing Education (CE), the primary presenter must possess a master's degree or doctorate in Mental Health, Counseling, or related field. Please indicate your Education Level and check that your degree is in Mental Health, Counseling, or a related field.

***Proposals that do not have chairs or lead presenters possessing a master's degree or doctorate in Mental Health, Counseling, or related field will still be considered for approval and selection.***

NBCC continuing education content areas include: 1) Counseling Theory/Practice and Counseling Relationship; 2) Human Growth and Development; 3) Social and Cultural Foundations; 4) Group Dynamics and Counseling; 5) Career Development and Counseling; 6) Assessment; 7) Research and Program Evaluation; 8) Counselor Professional Identity and Practice Issues; and 9) Wellness and Prevention.

### **NBCC Continuing Education Requirements**

In order for proposals to be eligible for NBCC Continuing Education (CE), the chair or lead presenter must meet specific presenter qualifications and present on topics appropriate for his/her level of experience/training. The CHAIR or LEAD PRESENTER must indicate an appropriate category in order for the session to be NBCC CE approved.

Category I presenters are qualified to present on topics including, but not limited to:

- Theories, principles, and techniques of counseling as applied to work and career
- Career counseling processes and resources, including, but not limited to, those applicable to specific communities and populations
- Career/life planning and decision-making models
- Life-work role transitions, including, but not limited to, outplacement and retirement counseling

Category II and III presenters may be accepted for topics including:

- Career development program planning, resources, and program evaluation
- Assessment of work place environment for purposes of job placement
- Trends in job search
- Career avocational, educational, occupational, and labor market information, and resources and career information systems

You will be asked to select a category that matches your expertise:

- Category I: Holds a graduate degree in mental health field from a regionally accredited educational institution and is qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter.
- Category II: Holds a graduate degree from a regionally accredited educational institution directly related to the subject matter presented and be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter.
- Category III: Be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter.

## Types of Sessions

1. Speaker Led Presentation – 75 minute format with up to three presenters.
2. Professional Development Institutes (PDI)

## Submission Information

Proposals must be submitted electronically. To submit your proposal, click [here](#).

Submission Deadline: **Midnight, Friday, December 15, 2017.**

For information about MCDA, and details about the conference as they become available, visit us at [www.mdcareers.org](http://www.mdcareers.org).

## Selection Process

The MCDA Conference Program Committee will review all proposals. Final decisions will be based on quality, how well the proposal addresses the audience, and the relation to the conference theme. All respondents will be notified via email by January 12, 2018. If you do not receive an email notification by that date, please contact us at [MCDA.info@mdcareers.org](mailto:MCDA.info@mdcareers.org).

## Presentation Proposal Requirements and Guidelines

- You must [submit your proposal electronically](#). The link is also available on the MCDA website at [www.mdcareers.org](http://www.mdcareers.org)
- Potential presenters may submit more than one proposal, but no more than three (a separate session submission is required for each proposal).
- Content must be educational, not commercial.
- Presenting at the MCDA Conference is a voluntary effort. MCDA does not provide an honorarium, nor subsidize travel expenses.
- Primary presenters will receive a complimentary registration to the conference for the day on which they are presenting. Presenters may attend additional days and/or other conference related activities at their own expense. Co-presenters must register and pay for their attendance. Primary presenters are responsible for communicating and coordinating with any co-presenters, and ensuring that they register as directed.

## A/V Equipment and Internet Connections

The Conference Hotel will provide screens and wireless internet access. Flipcharts are available upon request. Please bring your own markers. Presenters will need to provide laptops, and are encouraged to provide LCD projectors.

### Handouts

Presenters are responsible for providing a minimum of 50 handouts per session. Please prepare handouts in advance of the conference. On-site photo-copying is not available.

**Thank you for your interest in furthering the field of career development!**

**We look forward to receiving your proposal!**

Visit us online: [www.mdcareers.org](http://www.mdcareers.org)

For more information, please contact Lisa Oliver, MCDA Conference Coordinator

301-861-9915

[MCDA.info@mdcareers.org](mailto:MCDA.info@mdcareers.org)