

Important Instructions for Application Submission

Proposals must be completed online and submitted no later than October 1, 2024

All presenter applications must be completed online. Be sure to review the following information carefully to be certain you describe all aspects of your proposal and complete each required section before you submit the application online.

- 1) We recommend that you draft the narrative portions of the proposal in a WORD document, save responses to your computer, and then copy and paste the relevant sections into the appropriate text boxes in the online application.
- 2) You do not need to complete the application in one sitting. You will be able to save it, exit the session, and continue later as long as you provide your email address and create a password. We suggest you review the questions in advance of completing the application.
- 3) Presenters will be asked to describe their presentation in an abstract of no more than 500 words. Presenters are encouraged to incorporate the ***RAISE and Engage: Launch Respite Now*** theme, and describe how your work aligns with the National Strategy goals.
- 4) Please designate your preferred track, but we reserve the right to make the final determination.
- 5) Each presentation should include at least three learning objectives.
- 6) Presenter bios should be no more than 250 words and must describe relevant qualifications and experience.
- 7) To be considered, all proposals must be submitted online by the **October 1, 2024 deadline** and include all information requested on the Presenter's Application Form.
- 8) You will receive a confirmation email with a copy of your submitted proposal.
- 9) We will make every effort to respond to all applications no later than **December 1, 2024**.