

ALCA Proposal Acceptance

Leslie Weaver <lnweaver77@gmail.com>

Sun 7/15/2018 8:58 PM

To: Elizabeth Mautz <ekm0031@tigermail.auburn.edu>;

Dear Contributor:

CONGRATULATIONS! Your program proposal has been chosen as a content session for the 2018 ALCA Annual Conference. The ALCA Program Selection Committee members received an impressive number of proposals for the 2018 Annual Conference and we are pleased to include your proposal. The 2018 Conference is set for November 14 - 16, 2018, at the Birmingham-Jefferson Convention Complex and Sheraton Birmingham Hotel & Medical Forum, Birmingham, AL.

Your professional contribution is an invaluable service to ALCA members and we thank you for your willingness to be a program presenter. Below you will find the title of your accepted proposal along with the time of presentation. Please refer to the program book at the conference for room assignment.

As an important reminder, please be aware of the following:

- **All program presenters and panel members must register for the ALCA Annual Conference.**
- ALCA has reached an agreement with the hotel/BJCC PSAV (Sound and Audio/Visual) staff to provide a screen, projector package, and AV cart in all breakout rooms. The projector connection will be HDMI. As a presenter, you need to bring your laptop with a compatible HDMI output with you to complete the equipment package. If you require an HDMI adapter, please make arrangements to provide your own. **If you will need an audio connection (most will not), please notify Necoal Driver.** Remember the AV system will not work if we do not know your needs.
- Internet is not provided. If your presentation requires a connection to the internet, you will need to purchase an internet packet from the hotel or conference center (depending on your room assignment). You may contact the hotel or conference center for cost.
- As the contact person (program chair noted on the proposal), **please make sure that if the proposal involved multiple presenters of the session that you notify all presenters of this program proposal approval.**
- To reduce presenter stress and expense, we are moving to electronic handouts. All PowerPoints and/or handouts must be emailed to me in PDF format by October 1, 2018. Submitted materials will be uploaded to our website and made available to ALCA members the day the conference begins. If you would like to provide your session attendees with printed handouts, you may do so at your own expense; the recommended number of handouts to have available is 75-100.
- The total length of each session will be ***1 hour and 15 minutes.***

Once you have reviewed this letter of acceptance, please **email confirmation of your intent to present the listed proposal(s) as assigned below**. Confirmation should be sent to lnweaver77@gmail.com by **August 1, 2018**. We ask that you review for accuracy the key information listed in the boxes below. Include any corrections in your confirmation email. If no corrections are received, ALCA will assume the accuracy of the information (as provided from the proposal) is correct.

- In an effort to best meet member needs, the 100 selected proposals were painstakingly arranged and assigned to time slots to prevent duplication of subject matter, population, and division. One change can be disruptive to the entire program layout and result in topic/population overlap. We understand that situations arise which make it necessary for presenters to request a change in time slot and/or day. However, we ask that you please do your very best to present in the time slot listed. Changes will be only be made on a limited basis.
- If you are unable to present at your assigned slot and find it necessary to withdraw your proposal, please notify me as soon as possible.

Upon confirmation of acceptance of the Content Session presentation, you are acknowledging your obligation to abide by the ACA Code of Ethics. Further, you are accepting the responsibility to ensure that all information provided in your presentation, including the words and actions of yourself and your co-presenters, reflect and uphold the ACA Code of Ethics (www.counseling.org/ethics).

- Please contact Andrew Sparks for information regarding accommodations for individuals with disabilities at acsparks@uab.edu.

If you have questions, please feel free to contact me at lnweaver77@gmail.com. The Alabama Counseling Association is excited about your service to the organization and we look forward to having you with us at the 2018 ALCA Annual Conference in Birmingham, November 2018.

Sincerely,

Leslie N. Weaver- Martin

Leslie N. Weaver-Martin, LPC-S, NCC
2018 ALCA President-Elect & Program Selection Chair

Content Session Title	Date/Time	Session Chair
Integrated Care in the Rehabilitation Setting	Thursday 3:00-4:15p	Kelly Mautz