



NCCAP Call for Papers

**NCCAP * PO Box 62589 * Virginia Beach, VA * 23466 * 757-552-0653
NCCAP Symposium**

Purpose:

To provide quality continuing education for NCCAP Certified Activity Professionals as well as for those working toward their NCCAP certification. To provide programs that meet the NCCAP Body of Knowledge for all levels of certification.

Please submit all of the following:

Cover Page

Contact Information:

Name:
Address:
Phone Number:
E-mail Address:
Speaker Credentials:

Title of Presentation:
Program Objectives:

Clock Hours (check length of presentation)

1.5 clock hours 3 clock hours (2 Part)

Which NCCAP Body of Knowledge does this presentation meet?
Please Type Here:



Audio/Visual Equipment Needed:

- Laptop
- LCD Projector
- TV/DVD Player
- Will bring own and have sponsor for session
- Internet Access
- Microphone
- Flip Chart/Markers
- Other _____

Brief Summary of Presentation (to be included in Symposium Brochure):
Please Type Here:

Speaker References:

- I have presented at the NCCAP Symposium
You will not need to supply references for your sessions
- I have not presented at the NCCAP Symposium
Please supply two references for your specific presentation

All references should be written on official letterhead (retain a copy for yourself) and include information pertinent to your specific topic that you are applying for. It should also include the contact information for the group/individual writing the reference.

Speaker Credentials: (For NAB Application) ← VERY IMPORTANT

Year Graduated from College:

Name of College:

Degree:

Job Experience Number of years actually worked in your field:

Describe your work experience as it applies to the topic that you are presenting
Please Type Here:

Current Job Experience
Please Type Here:

What experience do you have to present this topic?
Please type here:

Submit vitae on your experience and your education.
Please type here:

Type of Presentation:

- Lecture Role Playing Poster Session Panel Presentation
 Interactive Other _____

Please submit an outline of your presentation so that participants can take notes during your session. You must submit your other handouts no later than **May 1. The outline should include the information that you are presenting so that participants can use it to take notes. Please remember that your handouts will be posted on the www.nccap.org website for participants to use.**

Introduction (Please write a brief introduction for Session Monitors to use for your presentation):

Please Type Here:

Information you should know:

- **Deadline for “Call for Papers” is due November 1 of each year**
- **Your registration for the NCCAP Symposium is FREE if chosen as a presenter and if more than two topics are picked, you will receive a stipend of \$100.00 for each topic after two. The registration includes the full conference registration, which includes meals during the**

symposium; housing arrangements must be made on your own. NCCAP will automatically register you for our Symposium.

- **Please submit your handouts to NCCAP when notified of acceptance.**
- The NCCAP Education Committee will be reviewing your application.
- For multiple presenters for a “Panel Presentation” please submit information on all of the presenters. Each presenter will receive 40% off their registration fee due to the cost to NCCAP for additional speakers.
- Please notify NCCAP immediately if there is a problem with your ability to present at the NCCAP Symposium. Substitutions are accepted if the substitute has the same credentials.
- Each participant will receive your contact information to use in his or her state conferences and local workshops.
- You must complete all of the information on this application. If you do not complete the entire application, you will not be picked as a speaker at our Symposium.
- **Handouts will be posted on the NCCAP website for participants to access. Please consider this when developing your handouts. Handouts MUST be submitted by **May 1**, if they are not submitted, you will be responsible for printing the copies and distributing them to your participants.**
- **Handouts can be e-mailed to info@nccap.org no later than **May 1****