



National Home Visiting Summit

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February 12-14, 2025

Call for Proposal Submission Questions

Overview: The following provides the list of fields and questions asked for submitting a proposal to the Summit. This document is for reference only – all submissions must be [made electronically](#). Please email questions and comments to the conference planning team at Events@StartEarly.org.

* Denotes required fields

Section 1: Speaker & Co-Presenter Information

Submitting Author Demographic Information – this information will be used on the conference website. *The same information is required for co-presenters. Submitters are limited to 3 additional co-presenters.*

1. First Name*
2. Last Name*
3. Email Address*
4. Organization*
5. Title*
6. Pronouns
7. Role within the field* Federal Advocate, State Advocate, Local/Community Advocate, Community/Public Health Worker, Consultant, Early Interventionist, Educator, Elected Official, Federal Funder, State Funder, Home Visitor, Home Visiting Systems/Funding Stream Administrator, Parent/Caregiver, Pediatrician, Philanthropy, Program Leader/Supervisor, Researcher, Federal Leader, State Leader, Local/Community Leader, Technical Assistance Provider, Trainer, Other)
8. Are you currently an early career scholar? Early career scholar is defined as: undergraduate, graduate, or post-graduate level or up to 5-year post terminal degree (master's or PhD). (Y/N)
9. Biography* (500-character Limit)
10. Headshot

Section 2: Presentation Modality

1. *What type of presentation are you submitting? ([See website for session descriptions](#)). The conference organizer reserves the right to amend the presentation type and will work with presenting teams to find the best fit. *Please select one option.*
 - a. Workshop Session
 - b. Poster Presentation
 - c. Help me decide



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2. *If accepted for a workshop or poster session, are all of your speakers able to attend and present at the conference in Washington, DC? (Y/N)
3. *If accepted for a workshop session, do you agree to participate in a planning meeting to review best practices, learning objectives, and logistics for your session? All speaking teams are required to participate. (Y/N/N/A – Submitting a poster presentation)

Section 3: Overview

1. *Have you presented at previous Summits on this topic or another? (Y/N)

Sub-Question – If Yes: Please provide the topic(s), including a brief description of the session and the year(s) you presented.

2. *Have you presented the proposed presentation at another conference in the field? (Y/N)

Sub-Question – If Yes: Please provide a brief description of the presentation, including when and where you previously presented the topic and how your presentation at the Summit will be unique/different.

Section 4: Session Topic

1. *Select the conference domain that best describes your presentations (select one)
 - a. Advocacy & Policy
 - b. Practice
 - c. Research
2. *Select the Summit's focus area that your session/poster applies to (please choose one):
 - a. Expanding Ideas About Best Practice and Innovation
 - b. Exploring a Continuum of Home Visiting (e.g. universal home visiting, community-developed models, home visiting in childcare settings, healthcare-based home visiting)
 - c. Intersections of Home Visiting (Child Welfare, Early Intervention, Health Care and Human Services etc.)
 - d. Sustainable Financing Strategies
 - e. Workforce Well Being from a Systems Change Lens

Section 5: Session Details

1. *Submission Title (please limit title to 10-words or less)
2. *Does your presentation/poster include parent and/or provider voice or representation? (Y/N)



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Sub-Question (If answered yes): Please choose the extent to which parent/caregiver and/or provider voice or representation will be included in your presentation:

- a. Impacts on parent/caregiver or provider will be referenced
- b. Parent/caregiver or provider voice will be referenced in the presentation
- c. Parent/caregiver or provider will be incorporated into the presentation through video/audio recordings
- d. Parent/caregiver or provider will be a session speaker

3. *Ideal Audience: Provide a short description of the ideal audience for your session/poster. The ideal audience description will be used to promote your session.

Example: This session is ideal for home visiting advocates and/or program administrators interested in diverse and innovative ways of communicating the impact of their home visiting program. (1000-character limit).

4. *Session Description: Summarize your topic; state the importance, relevance, and impact for attendees. (2000-character limit – 1 to 3 paragraphs) Please note: This description will be used to promote your workshop/poster.
5. *Describe how your proposal integrates & addresses the conference's commitment to Diversity, Equity, Inclusion, and Belonging, as stated on the conference [website](#). (2000-character limit – 1 to 3 paragraphs)
6. * Describe the facilitation strategies/engagement approaches you will use to engage the audience. Clearly state the strategy and the percentage/amount of your time spent using each. e.g., attendee discussions, Q&A sessions, and visual aids. Meeting rooms will include a mix of tables and theater-style seating. (3000-character limit)

Engagement Approach Example, Workshop: "We will use a brief case presentation on non-traditional community collaborations we've developed with PowerPoint slides. Attendees will then engage in 10-minute small group discussions to share their ideas for non-traditional partnerships."

Engagement Approach Example, Poster: "We will offer QR codes for links to community collaboration projects that show strong parent leadership examples. We will engage poster session attendees in small group conversations about the research content".

7. *Identify the learning outcomes for your proposal. Please utilize the resources in the CEU section of the conference website to learn more about developing learning outcomes. (3000-character limit)



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Learning Outcome Example: “At the end of this session/poster, learners will be able to identify three collaborative relationships to build or improve upon in their community/state.”

Reminder: Poster presentations will not qualify for CEUs. Your learning objectives will be used to rate your proposal and promote your session on the conference website.

8. If presenting with speakers who have not already been identified in the co-author section, please enter their full name, email address, and speaking role below. Be sure to indicate speakers who are parents/caregivers and those who represent provider voices. If you exceed the limit of four speakers, please explain why. Exceptions will be made on a case-by-case basis. (2000-character limit)

*I agree to follow conference best practices to prepare visually and auditory accessible presentations (PowerPoint) and materials. Please see the conference website for related materials and support.