**HAWAI**ʻ**I ASSOCIATION OF SCHOOL PSYCHOLOGISTS**

**CALL FOR PROPOSAL – FALL CONFERENCE**

HASP invites you to submit a proposal to present at the Hawaii Association of School Psychologists annual conference! Submissions and questions will be accepted via email at [**HASP808@gmail.com**](mailto:HASP808@gmail.com) Please use the subject line: “Proposal Submission: [Year] Annual Conference.” Mahalo for your interest in providing professional development to Hawaii!

To guarantee review of your proposal for consideration in the annual conference, **Proposals are due by March 15th** of that year.Proposals received after this date are encouraged, but will be considered on an as needed basis.

The following information should be included within the body of the e-mail:

* Presenter(s) names:
* Title of the presentation/proposal:
* Contact information:

1. Please specify if you would like to do a 3-hour workshop, a 1.25-hour breakout session, or a poster exhibit. The proposal should be attached to your email, which includes your contact information. The content of the actual proposal should consist of the following components:

a. Title of the proposed presentation or poster

b. Names, titles, and affiliations of editor(s)/author(s)

c. Date you agree to provide HASP with your PowerPoint, handouts, outlines, etc.

2. ABSTRACT

The abstract should be no more than 500 words in length. Please specify the specific 10 domains of the NASP practice model your presentation will cover. Please include a summary of the content and how it will be organized. It should also discuss how the proposed work will contribute to the field, emphasizing its relevance to school psychology (and other educational or mental health professionals, as appropriate).

3. FEES

Please specify if you request costs covered by HASP, such as airfare, accommodations, etc. Also include if these costs may be fully or partially reimbursed by a publisher or organization with which you are affiliated. This will aid our small organization with planning.

4. TARGETED AUDIENCE

We would like to match presentations to participants’ specific needs; please indicate the types of professionals your presentation is geared towards: school psychologists, school counselors, administrators, teachers, occupational therapists, speech/language pathologists, parents, etc.

5. BIOGRAPHY

Please attach a brief biography along with a photo to be used in conference announcements and program.

\*\*\*\*\*Please let us know if you are interested in participating in our popular conference symposium panel immediately following our Monday or Tuesday morning keynote address\*\*\*\*\*

Submissions for **HASP**’s Fall Conferences’ are **due February 1st** of that same year

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**Call for Proposal Form: FALL Conference**

**Proposal Title:**

**Presentation Format:**

☐ Poster Session

☐ 1.5 Hour Workshop

☐ 3 Hour Workshop (half day)

☐ 6 Hour Workshop (full day)

☐ Two-day Workshop

**Names, Titles, And Affiliations of Presenters:**

**Target Audience:**

☐ School Psychologists

☐ Clinical Psychologists

☐ School/District Administrators

☐ Other School Mental Health Professionals (e.g., counselors, social workers)

☐ Community-Based / Private Practice Clinicians

☐ Teachers

☐ Parents

☐ Other (Please Specify):

**Abstract (500 word maximum):**

**Fee Requests (if any):**

**Primary Presenter Brief Bio (for breakout and workshop sessions only):**

**Primary Presenter Picture (include as additional attachment)**

**Availability:**