

# **26<sup>th</sup> Annual** **Assertive Community Treatment Conference** **“Innovations in Recovery”**

**June 17-19, 2010    The Hyatt Regency Chicago**



## **Call for Presentations**

**Deadline for Submissions:  
Friday, December 11, 2009**

**Promoting Quality Assertive Community Treatment Services  
& Integrated Systems of Care Models - “Whatever It Takes”**

**[www.actassociation.org](http://www.actassociation.org)**

# The Assertive Community Treatment Association Invites You to Submit a 26<sup>th</sup> Annual ACT Conference Presentation Proposal

For twenty-five years, the Annual ACT Conference has served as an educational, training and networking event for professional and personal development. In accord with the mission of the ACT Association, the conference serves as a forum for promoting, developing, and supporting Assertive Community Treatment, and other similar, community-based services and integrated systems of care. The ACT Conference is unique in that it serves as a showcase for state-of-the-art services for those diagnosed with serious and persistent mental illness or personality disorders.

As the ACT model itself is broadened, adapted, and integrated with other proven treatment methods, so too will plans for the 2010 ACT Conference program. While standard ACT services will continue to be focused upon, also included will be treatment concepts, tools, and techniques from other systems of care that offer integrated, *whatever it takes* approaches. Particular attention will be paid to innovations in recovery.



## Workshops are 90 minutes in length

Workshops provide a brief but thorough presentation of material and may include interactive exercises or similar activities. While they may be designed for either beginner or advanced audiences, this year we are seeking more workshop proposals covering advanced material.

## Institutes are 180 minutes in length

These in-depth programs are intended to elevate professional skills. They incorporate relevant research and theory and may more actively involve participants.

## Suggested Topic Areas Include:

- Recovery and Empowerment Approaches
- ACT Program Implementation and Team Startup
- Motivational Interviewing & Stages of Change
- ACT Team Operations and Development
- Clinical Supervision in ACT; Team Leadership
- Integrated Dual Disorders Treatment
- Illness Management and Recovery
- ACT Standards and Best Practices; ACT Research
- Treatment Methods for Individuals Diagnosed with Personality Disorders
- Housing, Supported Housing & Residential Services
- Specialty Populations: Older Adults, Children, Transitional Age Youth, Dually Diagnosed, Homeless, Offenders
- Cognitive Behavioral Therapy
- Avoiding Burnout
- Safety Issues
- ACT Model Fidelity
- Supported Employment
- Peer Specialists and ACT
- Clinical and Ethical Issues
- Family Psychoeducation
- "Nuts and Bolts"

# Frequently Asked Questions Regarding Presentations

## The Review Process – What is the selection and review criteria?

The goal of the selection committee is to develop a balanced conference program with a wide range of presentations on topics that will enrich the attendee's application of quality comprehensive, integrated and community-based treatment services.

### Key criteria are:

- Adherence to Submission Guidelines
- Relevance to ACT and other integrated, community-based services
- Innovative and cutting-edge or proven and effective practices
- Organization, clarity, originality, and creativity
- **2-3 CLEARLY STATED LEARNING OBJECTIVES**



## Can I submit more than one proposal?

Yes. Up to three proposals from one organization may be submitted for consideration.

## Do presenters register and pay for the conference?

Yes. Presenters are required to register and pay for the conference. However, a 15% discount on registration fees is offered to presenters.



## Do I provide handouts and how many do I need?

- The ACT Association requires presenters to provide handouts of at least the basic outline of their session.
- Upon submission of a receipt, the ACT Association will reimburse presenters, by check following the conference, up to \$75.00 towards the cost of reproducing sessions handouts.

**Due to exorbitant costs, copies made at the hotel business center will NOT be reimbursed. Please use copy centers offering affordable prices.**

- Room capacity determines the number of handouts necessary for each presentation. Before the conference, the ACT Association will provide all presenters with the room capacity for their sessions.
- Presenters are responsible for shipping handouts to the site ahead of time, bringing them to the conference, or having them copied in the city of the conference.

# Guidelines for Submission of Proposals

**DEADLINE FOR SUBMISSIONS: Friday, December 11, 2009**

## 1. Agreement to the Availability of Presenters

Submission of proposals is acknowledgement that all presenters have agreed, if accepted for the 2010 Annual Assertive Community Treatment Conference, to present any day and time during the conference. We will attempt to honor specific scheduling requests. Presenters must register and pay for the conference; a 15% discount on registration fees is offered to presenters.

## 2. Provide Presenters Information and Experience

List the primary Presenter and up to two additional co-presenters (**no more than three presenters per session**). Provide contact information for all presenters including primary e-mail, mailing address, phone number, fax number, and work affiliation. Indicate whether each presenter has ever presented at the ACT conference before and if so what year. Also note past presentations given outside of the ACT conference or if this would be your first presentation. A resume or CV and brief bio, in word format, for each presenter, must be attached – this is required for CE providers. **Note: The ACT Association will consider the main presenter listed as the primary contact person.**



## 3. Submit in the Correct Presentation Format

**Proposals must be in Microsoft Word format, in 11 point Tahoma font,** and should be written using person first language. Submissions must be sent by email attachment; no fax copy or handwritten proposals will be accepted. ALL REQUIRED INFORMATION MUST BE SUBMITTED IN SEPERATE & ATTACHED WORD DOCUMENTS.

## 4. State the Session Title and Content Description

State the title of your presentation and content description, as you would like them to appear in the brochure. Please make the title short, simple and relevant to the content. Content description of your proposed workshop or institute should be brief and concise providing an overview of the topics addressed in your presentation. The title must be no longer than 60 characters including punctuation and spaces and the content description no more than 75 words. **The ACT Association will shorten titles and descriptions exceeding stated limits at their discretion.**

Examples of all required documents are available at [www.actassociation.org](http://www.actassociation.org)

# Guidelines for Submission of Proposals

## 5. State Correctly Written Learning Objectives

State at least one and **no more than three**, primary learning objectives that define the expected learning outcomes for the session's participants. The learning objectives will form the basis of the session evaluations; participants will be evaluating the sessions on how well they achieved the learning objectives. Please consider carefully what you are attempting to convey to participants in your session and write your objectives accordingly. These learner-oriented outcomes must be expressed in measurable terms identifying observable actions and the level of thought required of the learner using action verbs such as: describe, list, explain, compare, identify, interpret, examine, design, or evaluate. Examples of verbs not to use are: know, learn, understand, appreciate, to become familiar with.

*(Example: By the end of the session, participants will be able 1) To describe the three elements of good team process. 2) To explain what four interactions enhance team competency).*

## 6. If Needed, Select Your AV Equipment

The standard room set for most presentations is classroom or theatre style with a head table set for the presenters. At the expense of the ACT Association, we will provide flip charts and markers upon request (remember to ask for these if needed!), and wired podium/lapel microphones based on room and audience size. **One** type of additional AV equipment may be selected from the following list; please select only if needed, as AV equipment is very expensive.

- LCD Support Package (for those bringing their own LCD Projector & Laptop): Screen, Projection Cart, Extension Cord
- VHS VCR Monitor Package: VHS Video Cassette Recorder, 26" Color Monitor, Display Cart, Extension Cord
- 35mm Projection Package: 35mm Kodak Projector, Wireless Remote, Projection Cart, Screen
- Audio Player/Recorder: Either a mono or stereo cassette deck or a compact disc player

**IMPORTANT NOTE:** Due to the exorbitant cost of renting LCD projectors (ranging from \$500-\$1000 per projector), the ACT Association is unable to provide this equipment. Laptop computers are not available to rent. Thank you for your understanding. Should you require any additional equipment, please contact ACT Association staff 30 days in advance of the conference for information about ordering additional equipment at your own expense.

## 7. State the Presentation Level and Style

Indicate the level and style of your presentation. Content is suitable for (level): Beginning, Intermediate, Advanced, or All Levels. The Presentation Style is:

*Didactic (lecture) \_\_\_% Participatory (questions and discussion) \_\_\_%  
Experiential (exercises, role playing, interactive) \_\_\_%*

# Submission Checklist and Instructions

## DID YOU REMEMBER TO?

- Create your proposal in **Word** format using 11 pt. Tahoma font?
- Identify your presentation as either a workshop or institute?
- Provide the title of your presentation, as you would like it to appear in the brochure?
- Provide a brief content description of your proposed workshop or institute?
- Provide up to three primary learning objectives? Correctly written?
- List the main presenter and **up to two** additional presenters with ALL the required contact information?
- Select AV equipment, **if needed**, from the list provided?
- Identify the presentation level and style?
- Attach a resume for EACH presenter in **MICROSOFT WORD FORMAT**?
- Mark the conference dates on your calendar?

**Questions? Email the ACT Association at:**  
**conference@actassociation.org (preferred)**  
**or call 810-227-1859 and leave a message.**

**Submit proposals electronically to: [conference@actassociation.org](mailto:conference@actassociation.org)**

**ALL SUBMITTED DOCUMENTS MUST BE IN MICROSOFT WORD FORMAT  
11pt. Tahoma Font**

**DEADLINE FOR SUBMISSIONS: Friday, December 11, 2009**

**Mailed or Faxed proposals will not be accepted!**

- Telephone and/or email confirmations of selected presentations will be made in late December/early January.
- Notifications of acceptance/rejection will be sent early in 2010.
- Please do not call to inquire about your submission until after January 22, 2010.

**Please consider joining the ACT Association:**

### **Membership**

Your membership in ACTA allows you to register for the annual ACT Conference at reduced rates. Becoming a member also provides valuable support for the ACT Association to carry forth its mission of promoting quality Assertive Community Treatment services.

### **Mission**

ACTA promotes, develops, and supports high quality assertive community treatment services that improve the lives of people diagnosed with serious and persistent mental illness.

# ACT Association Membership Application/Renewal

Please select whether this is a:     New Membership     Membership Renewal

Note: Memberships expire ONE year from the date payment is received or from renewal date.

Name

Organization

Address

Address 2 (Suite #, P.O. Box #, etc.)

City

State

Zip

Phone

Fax

Email

Enclose annual membership dues (U.S. funds only) of:

- \$ 35.00            Individual Membership
- \$ 150.00           Non-Profit Organization
- \$ 350.00           Business Membership (For Profit)

We accept:

- Check in U.S. Funds (Payable to the ACT Association)
- Master Card             Discover
- Visa                       American Express

Credit Card No.

Expiration Date

Name on Credit Card

Billing Zip Code

**Mail to:** ACT Association, Inc.  
810 E. Grand River Avenue, Suite 102  
Brighton, MI 48116

Fax credit card payments to (810) 227-5785

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City of Chicago, and Cesar Russ REALVIEWS Photography.