

VCA ANNUAL CONVENTION

PROPOSAL SUBMISSION INSTRUCTIONS

In order to simplify the process, below we have identified the following steps for successfully submitting your proposal.

- 1) Follow this link: <https://www.vcacounselors.org/event/2019InviteToPresent> (best used in Google Chrome)
- 2) Click on the blue “REGISTER” button
- 3) “Your name” should be the name of the main contact person for your presentation (Lead Presenter)
 - a. This person will be the one who will receive all notifications
 - b. And will be responsible for communicating with any and all other co-presenters for this session
- 4) Hover the cursor over the underlined items to get instructions on what information to provide in the blank areas.
 - a. “Lead Presenter References” refers to reference materials used in preparation of the presentation
 - b. Personal or professional references for the presenters are not necessary
- 5) More than two co-presenters?
 - a. insert **ALL** co-presenter names followed by their credentials into text box provided, i.e. Jane Smith, LPC; John Smith, PhD, NCC
- 6) Want to give us more information about the presentation?
 - a. Create a word document
 - b. email document to Convention Programs Committee Chair, Dr. Amy F. Parks, at vcaconventionprograms@gmail.com.
- 7) Once you have finished with this proposal you have 2 options
 - a. Save and & Add Another Attendee (which means add another presentation proposal)
 - b. Save & Finalize – no other proposals to submit at this time
 - c. **If submitting 2 proposals, it is best to Save & Finalize, then submit 2nd proposal**
- 8) The person who submitted the proposal (Lead Presenter) will immediately receive an automatic emailed confirmation your submission was received
 - a. VCA members will see their submission stored in their member profile

If you have questions, please contact the Convention Programs Committee Chair, Dr. Amy F. Parks, at vcaconventionprograms@gmail.com or Vicky Wheeler, VCA Director, Member Services & Operations at vcaoffice@cox.net or 800-225-8103