

**15<sup>th</sup> Annual Young Child Expo & Conference**  
**NYC 2018**  
**Presenter Guide**

**Deadline 9/22/17**

Dear Prospective Presenter,

Thank you so much for your interest in speaking at the **Young Child Expo & Conference**. **We look forward to receiving your presentation proposal.** Please do not hesitate to contact us with any questions not covered in this guide. Also, please note that we receive many more presentations than we are able to accept. Due to the large volume of proposals we receive we greatly appreciate your being responsive to emails or phone calls. Following this presenter guide and providing a complete presentation proposal that conforms to our guidelines will be helpful. If accepted the conference committee will assign a speaking slot during the conference and we need your flexibility with the date and time assignment.

**Conference Description**

The 15th Annual Young Child Expo & Conference will be held in New York City at the Wyndham New Yorker Hotel on May 1-4, 2018. It is a unique forum in NYC that brings together all early childhood professionals and parents to learn about the latest information, products, services, and resources for early childhood development. The focus of our conference is on the **essential topics & innovative approaches** that can help **all** young children learn & grow well. Our attendees need and appreciate practical information that they can use immediately in their work. About half of the conference program will include topics affecting all children (e.g., social emotional development), and half of the program will include topics on autism, speech, motor, behavior, and other developmental disorders and special needs.

**Conference Overview**

**When:** May 1-4, 2018

**Where:** Wyndham New Yorker Hotel  
481 8th Avenue & 34<sup>th</sup> street  
New York, NY 10001  
[www.newyorkerhotel.com](http://www.newyorkerhotel.com)

**Attendees:** **Professionals** ~ 90% (teachers, special education teachers, administrators, directors, teacher assistants, social workers, speech pathologists, physical therapists, occupational therapists, psychologists)  
**Parents** ~ 5%  
**Students** ~ 5%

**Attendance:** 1500 expected

**Vendors:** 40

**No. of Sessions:** About 100 sessions

- Session Size:** Regular sessions typically attract 25 – 250 attendees, and keynotes usually attract 300-700 attendees
- Room Set-Up:** Theatre Style
- Objective:** Presentations need to provide **useful & practical** information to practitioners on essential topics in early childhood development. See the topic list below for a list of topics sought. Feel free to submit a different topic that is not on this list if you feel it would be essential and relevant for early childhood professionals.
- Presenters:** We seek presenters who are experts in their field & who are authors or authorities on their topic. We seek presenters who have a proven ability to deliver highly rated presentations.

The conference committee will review all proposals in November /December 2017 and will make announcements about accepted proposals to the speakers by December. Speakers need to confirm their attendance and register by December 15th (see below). The conference program will be released to the public in December.

Please note that speakers are required to register at our conference and that the speaker fees are substantially discounted at 50% of the regular attendee registration rate. Speaker fees are as follows: \$112.50 for 1 day (regular rate is \$225), \$162.50 for 2 days (regular rate is \$325), \$212.50 for 3 days (regular rate is \$425). You also have the option to add on any pre-conference workshops at the same 50% discount of the regular attendee registration. To register please go to our conference website [www.youngchildexpo.com](http://www.youngchildexpo.com). If you have any questions feel free to call 212-787-9700 x 333 or email [nancy.evangelista@losninos.com](mailto:nancy.evangelista@losninos.com)

### Meeting Sessions

Meeting sessions begin at 8:30am on Wednesday, Thursday, and Friday and end at about 4:30pm. Almost all sessions are 1 hour, although it may be possible to be approved for a half day or full day preconference workshop. Attendance size at any specific session cannot be predicted.

### Conference Topics Sought for 2018 (although you may submit other topics)

- ADHD
- Art Education & Therapy
- Autism Treatment & Assessment
- Behavior Management
- Bilingual Language
- Bullying
- Cognitive Assessment
- Curriculum
  - Common Core
  - Creative Curriculum
  - High Scope
  - Reggio Emilia
- Developmental Discipline
- Discipline Strategies
- Divorce Impact & Legal
- Early Diagnosis
- Early Literacy
- Early Math Skills
- Educational Policy
- Emotional Intelligence & Literacy
- Family Issues
- Feeding Issues
- Gifted & Talented
- Infancy
- Immigrant Issues
- Innovative Programs/Approaches
- International Approaches
- Leadership in Early Childhood
- Mental Health
- Motor Development

- Movement Activities
- Multicultural Issues
- Music, Learning, Movement
- Nutrition
- Parent-Professional Partnerships
- Play Based-Approaches
- Positive Parenting
- Preschool Special Education
- Resiliency Development
- Selective Mutism
- Sensory Integration/Issues
- Sleep Issues
- Social/Emotional Skills Development
- Speech/Language Issues
- Technology Innovations (e.g. Mobile, PC Applications, iPad)
- Transition to Kindergarten
- Trauma
- TV and Young Children
- Yoga & Holistic Integrative Approaches

### **Audio Visual Materials Provided to Presenters**

The following audio visual equipment will be provided standard to all presenters without charge:

LCD Projector and Screen  
Computer  
Laser Pointer/Wireless Mouse  
Microphone  
Speakers

Please advise us if you require additional audio visual equipment. **We strongly encourage you to bring BOTH your own LAPTOP and USB drive with your presentation on each. This will help us avoid technology issues.**

### **Proposal Deadline and Acceptance Notification**

Proposal deadline - **9/22/17**

Notification date – **12/17**

Notification of receipt of your submission - 1 business day. If you do not receive notification of receipt then please email or call us. Emails can get caught in a spam filter. Please do not hesitate to contact us if you have any questions about a proposed presentation.

### **Presentation Proposal Submission Checklist**

Please send us the following to [expo@losninos.com](mailto:expo@losninos.com) so that we may consider your proposal. Note that the following information (1-7) will be provided on our website and conference program.

Please **list all information as you would like it to appear in the conference program:**

1.  First Name\*:
2.  Last Name\*:
3.  Degree (e.g., MA, PhD)\*:
4.  Title (e.g., Professor, Director)\*:
5.  Affiliation (Please list only one affiliation for inclusion in our conference program)\*:
6.  Proposed Presentation Title (at least **10** words but no longer than **20** words)\*:
7.  Presentation Description (at least **75** words but no longer than **100** words)\*:
8.  Presentation Type\*:
  1.  Session
  2.  Interactive or Hands on
  3.  Product Demonstration
9.  Age Group\*:

1.  0-3 (Infants, Toddlers)
  2.  3-4 (Preschool)
  3.  5-6 (K-1<sup>st</sup> grade)
10.  Requested Time\*:
1.  1 hour
  2.  Half day Workshop
  3.  Full day Workshop
  4. If we are unable to approve you for a Half Day or Full day Workshop, are you willing to be considered for a 1 hour time slot?  
 Yes  No
11.  Have you ever submitted a proposal for our conference\*?
1.  Yes  No
12.  If so, was your proposal accepted\*?
1.  Yes  No

Comments: (If requesting more than a 1 hour session then please indicate the rationale for the longer time. Please note that 95% of all presentations will be 1 hour and the likelihood of acceptance is much greater if requesting 1 hour.)

13.  Professional Bio (Please make the bio at least **70** words and no more than **100**). Note that Keynoter Bios should be at least **140** but no more than **200** words.\*:
14.  5 Learning Outcomes (This is critical since many sessions are selected for Continuing Education Credits and learning outcomes are required.)
1. Learning Outcome 1
  2. Learning Outcome 2
  3. Learning Outcome 3
  4. Learning Outcome 4
  5. Learning Outcome 5
15.  Picture of Primary Presenter (this may be included in conference materials or website depending on available space): File Formats accepted: .jpg (preferred) .png, .gif Maximum dimension 800 pixels x 600 pixels ? Maximum File Size 500 kb

Please also send the following contact and other information so that we may contact you. This information **will not be published**:

16.  Phone\*:
17.  Address\*:
18.  City\*:
19.  State\*:
20.  Zip Code\*:
21.  Country\*:
22.  Email\*:
23.  Website (if available)\*:
24.  Resume or CV\*: File Formats accepted: .pdf (preferred) .doc, .docx, maximum size 2 Mb

25.  Links to any websites featuring your work. Feel free to send any other relevant information or testimonials to help us evaluate your presentation proposal.

26.  **Attestation\*:** By checking this box I agree to abide by the Los Niños Training Copyright Policy which is on the [www.youngchildexpo.com](http://www.youngchildexpo.com) website.

Please provide 3 references of people who have heard you as a speaker and their contact information. Please inform each reference that they will be receiving a phone call or email from us as this will help expedite the process. Please notify your references and assist us if we have difficulty contacting them. If we are unable to contact all 3 references it will be less likely that we will be able to accept your proposal.\*:

Reference #1 Name\*:  
Reference #1 Email\*:  
Reference #1 Phone\*:

Reference #2 Name\*:  
Reference #2 Email\*:  
Reference #2 Phone\*:

Reference #3 Name\*:  
Reference #3 Email\*:  
Reference #3 Phone\*:

**Please Note: If accepted, the conference committee may recommend edits to the title and/or program description.**

### **Handouts are Online (We are green!)**

Handouts are required for all presenters as attendees expect and greatly value handouts. The Young Child Expo & Conference has gone green and we are being environmentally conscious. Thus handouts are electronic. Once your presentation proposal is accepted please email your PowerPoint presentation or handouts to [expo@losninos.com](mailto:expo@losninos.com) by **4/6/18**. We will post your PowerPoint or other handouts online only for attendees to access just prior to the conference so that attendees can print the handouts if they wish. The guiding principal for your handouts and/or presentation is that it will be useful to participants. PowerPoint of your presentation is ideal. Alternatively, if you do not have a PowerPoint presentation then please provide a summary of major points and a resource and/or reference list for attendees.

### **No Promotion of Your Service or Product**

We accept speaker proposals from individuals as well as from companies who also wish to exhibit and/or sponsor. It is acceptable for any presenter to make a small mention of your product or service during your talk. However, attendees rate presenters negatively when they are perceived to be “selling their product” instead of providing useful information. The purpose of the conference sessions is to educate and not to sell. Exhibit booths, sponsors and advertising is the best way to reach your audience about your product or service. Thus, please keep any remarks about any product or service that you might offer only to a brief mention. Feel free to consult with us about any questions you may have. The conference presentations are primarily to provide useful information and education, and the exhibits are the space to actively promote or sell products or services. If we receive complaints that your presentation includes too much selling of your product or service then we will not be able to invite you back as a future speaker. The exception to this

policy is when a conference session or workshop is clearly announced as a description of a program, product or service.

### **Exhibits & Sponsorship**

40 organizations and companies who provide services or offer products and resources for young children will participate at the 2018 Young Child Expo and Conference. The conference provides a great opportunity to connect early childhood educators, professionals and parents with the latest resources and information to help young children develop, grow and prosper. Please contact us right away if your organization is interested in sponsorship or reserving an exhibitor table since space is very limited and we sell out early. Go to our website for our Prospectus which includes all info needed for Exhibitors, Sponsors, and Advertisers.

**For Further Information** [www.youngchildexpo.comexpo@losninos.com](http://www.youngchildexpo.comexpo@losninos.com) 212.787.9700 x333

On behalf of the conference committee we thank you for your interest in our conference.

**Dr. Scott Mesh**, PhD

CEO, Los Niños Services, Conference Co-Director

**Dr. Zsuzsanna Kiraly**, PhD

Director, Hagin School Consultation and Early Childhood Centers, Fordham University,  
Conference Co-Director

**Nancy Evangelista**, MSW

Conference Coordinator, Los Niños Training

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