

**Young Child Expo & Conference**  
**Los Angeles February 7-8, 2019**  
**Presenter Guide**

Dear Prospective Presenter,

**Call for Presentations – Now Open**

Prospective speakers please refer to all details below for any interest in speaking at our **conference**.

**Our goal** is to provide an **outstanding conference experience** to attendees with great professional development from top experts in the field. We seek WOW presenters who not only convey useful information but who also do so in an engaging way which results in high attendee ratings. We are very proud of the many compliments we receive like the one below. It will give you a sense of what we aim to achieve.

“I was totally impressed! I can’t wait to come back next year with more of my teaching staff. The professional level of your presenters was unbelievable – across the board. I love having the handouts available online. Thank you for a very well-run, organized, professional and engaging conference.”

**Getting Your Proposal Accepted** We receive a large volume of proposals and are not able to accept all submissions. To increase the likelihood of having your proposal accepted please follow all of the guidelines below. It also saves us all time when you are responsive to emails or phone calls, and ensure that your references complete the reference request.

**Conference Description** The Young Child Expo & Conference is a unique forum that brings together all early childhood professionals 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 seek 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, literacy, language development), and half of the program will include special needs topics such as autism, speech, motor, behavior, and other developmental disorders.

**Timeframes**

**Proposal deadline** – **Now Open**

**Notification date** – **August 2018**

You will receive an automatic notification that we have received your submission. If you do not receive this notification then please check your spam filter or email or call us. Please do not hesitate to contact us if you have any questions about a proposed presentation.

**Acceptance and Registration Process** – Once you are notified of your acceptance we need you to confirm your speaking day and time within 7 days and register for the conference by **August 2018**.

**Presentation Date and Time** – Please submit your presentation proposal with the understanding that we will provide you with a time slot during the conference. We appreciate your flexibility in accepting the time slot you are assigned.

**Public Program Announcement** – **September 2018**

## Conference Overview

**When** February 7-8, 2018

**Where** **Good Samaritan Hospital** (near Downtown LA)  
1225 Wilshire Blvd, Los Angeles, CA 90017  
Los Angeles, CA 90012  
<http://www.goodsam.org/>

**Attendees** **Professionals** ~ 95% (teachers, special education teachers, administrators, directors, teacher assistants, social workers, speech pathologists, physical therapists, occupational therapists, psychologists, physicians, child care workers, ABA therapists, family educators)

**Students & Parents** ~ 5%

**Expected Attendance:** 400 expected

**Expected Vendors:** 15

**No. of Sessions:** 14

**Typical Session Size:** Regular sessions typically attract 25 – 150 attendees

**Room Set-Up:** Classroom/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. Having published articles, books or videos is a plus. We seek presenters who have a proven ability to deliver highly rated presentations.

**Meeting Workshops:** Simultaneous meeting workshops begin at 9:00am – 12:00pm and 1:00pm-4:00pm on Thursday and Friday. Workshops are 3 hours long. Attendance size at any specific session cannot be predicted.

**Downtown LA** Have you been to the revitalized Downtown LA lately? **Check out 20 cool things to do in the Downtown LA** <https://www.timeout.com/los-angeles/things-to-do/things-to-do-in-downtown-los-angeles>



### Audio Visual Materials Provided to All 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 any potential technology issues.

### 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 125 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 Keynote 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 **1/7/19**. 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**

15 organizations and companies who provide services or offer products and resources for young children will participate at the 2019 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.com](http://www.youngchildexpo.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, NYC  
**Dr. Tamar Andrews**, EdD

Preschool Director, Temple Isaiah Preschool, Conference Co-Director, LA

**Nancy Evangelista**, MSW

Conference Coordinator, Los Niños Training, NYC

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