



ABILITIES EXPO 2010 CALL FOR SPECIAL EVENTS

Abilities Expo is the one show dedicated to improving the lives of people with disabilities, senior citizens, their families and caregivers, as well as providing education for healthcare professionals. In addition to an exciting exhibit show Abilities Expo also features free workshops for attendees on a wide range of topics.

We seek organizations and individuals who are interested in introducing Abilities Expo attendees to activities to expand their wellness and enjoyment of life. If you are interested in becoming involved, please review the following information and submit a proposal by the deadline for the show in which you are interested.

2010 Shows, Dates, and Locations:

- Los Angeles - April 9-11, 2010 - Los Angeles Convention Center
- New York Metro - May 21-23, 2010 - New Jersey Convention & Expo Center
- Chicagoland - July 9-11, 2010 - Schaumburg Convention Center
- Houston - August 27-29, 2010 - Reliant Park Expo Center
- Atlanta - November 5-7, 2010 - Cobb Galleria Convention Center

Abilities Expo attendees include:

38% Parents / Friends / Caregivers
36% People with Disabilities
20% Healthcare Professionals
6% Other

Format:

We offer special events all three days of each show. Special events should be designed for people with disabilities (all ages), senior citizens, their families, and caregivers. Special events can range in length from 30 minutes to 1 hour. We encourage all events to plan about 50% of the event time for some type of participation by attendees. Please feel free to forward this information to other interested organizations and individuals in your network of contacts.

Application Deadlines:

The application deadline for each show is approximately 3.5 months prior to the show. This deadline allows for strong promotion of the special events in advance of the show and increased attendance at the event. Please plan accordingly - we may not be able to review applications received after the deadline.

- Los Angeles - December 18, 2009
- New York Metro - February 5, 2010
- Chicagoland - March 26, 2010

- Houston - May 7, 2010
- Atlanta - July 23, 2010

Selection Criteria:

Please take time with your proposal. We review many proposals and the quality of the special event title and description are key factors that we consider. Applications should be complete and a well-defined proposal meets the following criteria:

- Clarity of the title and description
- Well-defined focus to an identified audience
- Value to attendees
- Qualifications of the organization or individual presenting the event
- Opportunity for attendees to participate in the event

Topics:

The most popular special events are ones that focus on living life fully with a disability. Sample topics include:

- Adaptive Sports
- Assistance Dog Demos
- Book Signings
- Comedy
- Dancing
- Dramatic Performance
- Exercise and Fitness
- Fun Activities such as face painting and juggling
- Activities for Children such as sports, crafts, music, and story-telling
- Gardening
- Meet and Greets with Athletes, Celebrities and Mascots
- Musical Performance
- Motivational Speakers

Feel free to submit more than one proposal. In fact, if you have expertise in a variety of areas, we encourage you to submit a variety of proposals to help us build the best special event program possible. Please submit separate applications for each topic.

Notification:

Special events are selected 90 days prior to the date of the show. Selected presenters will receive confirmation in advance of show promotions to confirm your special event and scheduled date and time. Speakers whose proposals are not selected for a show will receive notification approximately 2.5 months prior to the event.

Please Note:

Also please be aware that presenters who are selected to present at any of the 2010 events, but are not present for their special event and do not make arrangements for a replacement will not be considered for future shows.

Conference Promotion:

Presenters for Abilities Expo receive significant exposure in our promotions. Each show features extensive marketing campaigns by direct mail, email, website, media outreach and advertising. We encourage you to review the Abilities Expo website, www.abilitiesexpo.com before submitting your proposal to get a sense of how special events are promoted.

The Abilities Expo conference receives a high volume of applications and because of that, only **fully completed** applications that are **within word limitations** can be considered. Please make sure your special event description is concise and includes stated outcomes.

Questions?

Please feel free to contact the Sarah Galbraith, Education and Special Events, with any questions about the Abilities Expo conference or to discuss workshop topic ideas.

Sarah T. Galbraith, CMP
Education and Special Events
Abilities Expo
email: sarah@meetingwell.net
office: 717-260-0351
e-fax: 866-903-7921



ABILITIES EXPO 2009

APPLICATION TO PRESENT A SPECIAL EVENT

Complete one form for each presentation. Please type or print all information.

Please select the Expo(s) for which you are applying:

- Los Angeles - April 9-11, 2010 - Los Angeles Convention Center
- New York Metro - May 21-23, 2010 - New Jersey Convention & Expo Center
- Chicagoland - July 9-11, 2010 - Schaumburg Convention Center
- Houston - August 27-29, 2010 - Reliant Park Expo Center
- Atlanta - November 5-7, 2010 - Cobb Galleria Convention Center

Primary Organizer Contact Information:

Name _____ Title _____

Organization _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____

Cell Phone _____ Email _____

Special Event Title: _____

This special event is best suited for:

- Adults with Disabilities
- Children with Disabilities
- Parents / Caregivers
- Other (please describe):

Has this event been previously presented at other events?

- Yes No

If yes, how many times?

Most recently presented at:

Dates:

Are you a past Abilities Expo presenter?

- Yes No

If yes, how many times?:

Most recently presented at:

Special Event Details:

Please include the following information in an attached Microsoft Word document.

1. Special Event Title
2. Special Event Description: 50 words or less.
3. Three (3) Learning Objectives: List 3 objectives for the skills and/or knowledge the attendees will gain at your event.
4. Information on all presenters: Please provide organization, title and contact information for all proposed presenters. Include physical address, email address and telephone number.
5. Organization / Bio: Provide a description of the organization or a bio for the individual who will be presenting the special event. This information will be used in marketing and promotional materials for Abilities Expo. Please do not submit resumes.

Speaker Commitment:

I understand that my special event, if selected, may be scheduled any day of Expo and that my submission may be edited for clarity, consistency of style or space limitations. I certify that my presentation is not commercial in content. I understand that presenters who are selected to speak at one of the 2010 Abilities Expos, but do not show or send an approved replacement will not be considered for future presentations.

Signature of Speaker: _____

Date: _____

Submit your application to:

Sarah T. Galbraith, CMP

Abilities Expo - Education and Special Events

email: sarah@meetingwell.net

office: 717-260-0351

e-fax: 866-903-7921