

Dear Colleague:

The 13th Annual Alternative Dispute Resolution Conference Planning Committee is seeking presentation proposals for the forthcoming conference being held on November 1, 2019, at the Renaissance Denver Stapleton Hotel. The theme of the 2019 Conference is “Building Stronger Communities Through Dispute Resolution.” Conflict can impact all levels of community, including family, cultural, education, and neighborhood communities, workplace, business, professional, legal and social media communities, as well as the national and global community levels. Upon review of comments and suggestions from prior years’ conferences, the Planning Committee requests presentation proposals that fit into one or more of the following four categories:

1. Resilience in High Conflict Communities

Proposals submitted under this topic area address issues of practitioner self-care, wellness, mindfulness, enrichment, and resilience when dealing with communities in conflict. Examples of topics under this category include, but are not limited to, countering negativity, dealing with trauma, managing emotional reactions, identifying personal bias, problem solving, recognizing power imbalance, resolving cross-cultural disputes, resolving professional disputes, resolving cultural property disputes, diversity awareness, understanding community and professional dynamics, ethical conflicts between professions and cultures, self-awareness, and reflective practice.

2. The Future of Alternative Dispute Resolution

Proposals submitted under this topic area address current and future trends in conflict and alternative dispute resolution in Colorado and elsewhere. Examples of topics under this category include, but are not limited to, international dispute resolution, contemporary dispute resolution scholarship, technology and/or artificial intelligence, neuroscience and conflict mapping, restorative justice, online dispute resolution, med-arb, collaborative law, arbitration, access to justice and dispute resolution, and a look at future trends in conflict resolution worldwide.

3. The Business of Alternative Dispute Resolution

Proposals submitted under this topic area address information regarding the business aspects of building and running your ADR practice. Examples of topics under this category include, but are not limited to, marketing including social media, advertising, networking, accounting and tax issues, identifying conflicts of interest, disclosure by the ADR professional, pre-mediation communications, agreements to mediate, recordkeeping and confidentiality, document drafting, reasonable fees, dispute resolution services, court requirements for mediators and arbitrators, party/participant/advocate competence, and ethics in ADR business practices.

4. Communication Skills for Conflict

Proposals submitted under this topic area address communication skill development for conflict in professional, social, family, business and world communities. Examples of topics under this category include, but are not limited to, cross-cultural/productive communication during high conflict, non-verbal communication, process communication, understanding negotiation, subject knowledge necessity, communicating BATNAs, storytelling, emotional intelligence, change management, caucus timing, effective praise, and constructive responses.

Proposal Guidelines and Considerations

1. Any and all proposals will be considered. We are seeking thoughtful and engaging proposals from a wide range of dispute resolution professionals across different areas of practice, including, but not limited to, workplace, traditional/non-traditional family, community, civil, commercial, elder, domestic violence, child abuse, probate, health care, consumer, financial planning, protection orders, insurance, business, HOA, land use, environmental justice, education, and marijuana. We encourage students, new practitioners, and seasoned veterans to submit proposals.
2. The Planning Committee values diversity and inclusion and recognizes that all individuals have important talents and perspectives. We are particularly interested in the broad diversity that comprises the ADR community, inclusive of diversity in race, ethnicity, age, religious belief, gender, sexual orientation, and professional background.
3. Proposals for presentations ranging from 20 minutes to 75 minutes are invited. Please indicate the length of presentation time needed, understanding that it may be shortened or lengthened depending on conference needs.
4. We strongly encourage innovative presentation formats and creativity in content delivery to attendees. The use of technology, audience participation, and creative presentation format will be a key consideration.
5. The number of presenters should be appropriate for the subject-matter and duration of the session. No matter the number of presenters, the program should be well-organized and individual presentations should share a common theme and consistency with a logical, structured flow.
6. PowerPoint presentations should use a 28-point font size or larger. The use of no more than six lines of text per page and six words per line is encouraged.
7. If more than one presentation is being proposed, please submit a separate proposal for each presentation.
8. Please submit all proposal materials in a Microsoft Word document, ***not a PDF or any other format***.

9. In addition to the above considerations, proposals require the following:

- (a) **Session Organizer Information.** Provide name, title, organization, address, phone number, email, and resume.
- (b) **Presenter Information.** Provide name, title, organization, address, phone number, email, and resume.
- (c) **Presenter Biography.** Provide a short biography of 200 words or less.
- (d) **Presentation Title and Abstract.** Presentation titles and abstracts should be written in a manner that accurately describes the session and convinces people to attend the session. Provide a brief, concise statement of no more than 50 words (not counting the title) that describes your presentation. The title and abstract may be used in the conference marketing materials.
- (e) **Presentation Learning Objectives/Goals.** Provide a brief, concise statement of no more than 50 words that describes the proposal's learning objectives and goals. A minimum of three learning objectives are required for evaluating your presentation. Also identify whether your presentation will include a request for ethics credits and the basis for that request.
- (f) **Presentation Outline of Format and Session Content.** Provide a brief, concise outline of no more than 500 words that identifies the approach that will be used to meet the project objectives, including but not limited to, principal tasks, duration, sequence, and particular purposes. The presentation outline should be consistent with your learning objectives and goals.
- (g) **A Description of Your Presentation Handout Materials.** Provide a brief, concise description of no more than 50 words of the comprehensive written materials you will provide. Comprehensive written materials are required for distribution at the conference. The written materials serve as a resource and reference for the attendees, as well as a refresher after the conference. Handouts may include, but are not limited to, a detailed outline, charts, diagrams, checklists, case studies, bibliographies, and list of additional references.
- (h) **Audience Participation.** Provide a brief, concise statement of no more than 50 words that details how your presentation will provide opportunities for audience participation.
- (i) **Required Presentation Equipment.** Provide a statement regarding the audio/visual support you will need for your presentation. Standard equipment that will be provided in each room includes the following: table microphone, LCD projector/screen, and flipchart or whiteboard. *You must bring your own computer for PowerPoint presentations.*

Sample Presentation (if Available). Provide an attachment or link to an audio/video recording of a past presentation you have done.

Program Decisions and Conference Planning

The proposal submission window has been reopened. All proposals now are due on or before Friday, April 30, 2019, at 5:00 p.m.

Once the Planning Committee makes decisions on the acceptance of proposals, the session organizers will be notified electronically at the email address provided with the proposal. Presenters will receive notification of acceptance on or before May 31, 2019. Written materials shall be due on or before September 30, 2019.

Proposals should be submitted by email to Bridgett Shephard at bshephard@cobar.org.

Thank you for submitting your proposal.

Sincerely,

13th Annual ADR Conference Planning Committee