

# REQUEST FOR PROPOSALS

## LRP'S 32<sup>ND</sup> ANNUAL NATIONAL INSTITUTE ON LEGAL ISSUES OF EDUCATING INDIVIDUALS WITH DISABILITIES®

Phoenix Convention Center • Phoenix, Ariz. • May 1 - 4, 2011

Proposals should: focus on specific, innovative and unique aspects of the law regarding education of individuals with disabilities rather than on broad topics such as “the IDEA” and “discipline”; be directed toward **experienced** professional and lay personnel; and aim to promote discussion about special and general education laws and proven practices for compliance and implementation. Proposals are also sought on issues of interest to school psychologists, parent attorneys and advocates, and on Section 504 and early childhood issues.

**To be considered, proposals must contain:**

1. The completed form below **in duplicate**.
2. 2- to 3-page summary, double-spaced, containing main points and suggesting challenges/solutions/discussion items **in duplicate**.
3. Your current curriculum vitae **in duplicate**.

A short list of finalists will be compiled after receipt of the RFPs. Finalists who have not spoken before at the Institute may be asked to submit a short video demonstration of their speaking style. Proposals become property of LRP Publications and will not be returned. Receipt of proposals will be acknowledged in writing. Proposals must be received in duplicate **on or before July 26, 2010. Mail to: 32nd Institute, Linda Arch, LRP Publications, Dept. 800, 360 Hiatt Dr., Palm Beach Gardens, FL 33418.**

Selected speakers must develop a narrative summary of their presentation for inclusion in the Institute binder. Visual aids are greatly encouraged, but must be submitted in PowerPoint®. No overhead transparencies will be accepted. *Individuals with Disabilities Education Law Report®* (IDELR) MUST be cited in all appropriate references.

Persons whose proposals are accepted will be scheduled to make one or two presentations of 75 minutes or 90 minutes, including time for Q&A. Presenters are expected to be available to interact with participants at Institute-sponsored events.

Presenters selected from RFPs will receive a free Institute registration, an honorarium and money to cover expenses. The *32nd National Institute* will be held at the Phoenix Convention Center in Arizona.

Institute sessions will be audiotaped; submission of a proposal at this time automatically: (1) grants LRP Publications permission to audiotape the session and (2) grants LRP Publications exclusive copyright ownership to said audiotapes (*speakers waive any claim to royalties on the sale of said tapes*).

**Final speaker selections will be made by late August, and presenters will be notified at that time.** Those eliminated from consideration also will be notified at that time.

Questions? Call Linda Arch at 561-622-6520, ext. 8724.

(Please type or print clearly)

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Daytime telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Presentation title \_\_\_\_\_

Target audience \_\_\_\_\_

Presentation style:  Lecture  Audience discussion  Role-playing  Other \_\_\_\_\_

Speaking experience/references:

• Meeting \_\_\_\_\_ Dates \_\_\_\_\_

Contact \_\_\_\_\_ # (\_\_\_\_\_) \_\_\_\_\_

• Meeting \_\_\_\_\_ Dates \_\_\_\_\_

Contact \_\_\_\_\_ # (\_\_\_\_\_) \_\_\_\_\_

**OFFICE USE ONLY** Date \_\_\_\_\_

- Proposal received in duplicate
- Items missing/Proposal not considered
- Uses creative audio/visual applications