

ACMH Conference Presenter Proposal Planning Guide

Thank you for your interest in presenting at an ACMH conference. This guide is designed to help you prepare your proposal before completing the online application.

Our conferences bring together youth, young adults, families and caregivers, mental health professionals, peer professionals, advocates, policymakers, educators, and community partners from across Michigan. We seek engaging, informative, and inspiring presentations that advance children's and youth mental health and promote family-driven, youth-guided principles.

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Before You Begin

Please gather the following information before starting the application.

Presenter Information

For each presenter, please be prepared to provide:

- Full Name
- Professional Title/Role
- Organization (if applicable)
- Phone Number
- Email Address
- Professional Biography
- Relevant Experience Related to the Topic
- Headshot Photo

Biography Tips

Biographies should generally be between 75–150 words and include:

- Current role
- Relevant credentials
- Professional experience
- Lived experience (if applicable)
- Connection to the presentation topic

Example Biography

Jane Smith is a Licensed Clinical Social Worker with over 15 years of experience supporting children, youth, and families impacted by trauma. She currently serves as Director of Clinical Services at ABC Community Mental Health and has developed several family-centered initiatives focused on crisis prevention and recovery. Jane is passionate about strengthening partnerships between families and providers to improve outcomes for youth.

Developing Your Presentation

Presentation Title

Choose a title that is:

- Clear
- Engaging
- Easy to understand
- Relevant to the target audience

Strong Examples

- Building Resilience: Practical Strategies for Supporting Youth Mental Health
- Family Voice in Action: Partnering with Families to Improve Systems of Care
- From Crisis to Connection: Supporting Youth Through Mental Health Emergencies

Learning Objectives

You will be asked to provide three learning objectives.

Learning objectives should clearly describe what participants will know or be able to do by the end of the session.

Strong Learning Objectives

Begin with action verbs such as:

- Identify
- Describe
- Explain
- Demonstrate
- Apply
- Compare
- Evaluate
- Recognize
- Develop

Example Objectives

By the end of this session, participants will be able to:

1. Identify three warning signs of a youth mental health crisis.
2. Describe two strategies for engaging families as partners in care.
3. Apply a strengths-based approach when supporting youth and caregivers.

Avoid

- Understand youth mental health.
- Learn about trauma.
- Know more about families.

These are difficult to measure and do not clearly describe outcomes.

Session Description

You will be asked to provide a 5–7 sentence session description.

The description should explain:

- What participants will learn
- Why the topic is important
- Who the session is intended for
- Key strategies, tools, or resources that will be shared
- Expected takeaways

Example Session Description

Families often play a critical role in supporting youth experiencing mental health challenges, yet many report feeling excluded from decision-making processes. This session explores practical strategies for strengthening family-professional partnerships while honoring youth voice and choice. Participants will learn approaches for effective communication, collaborative problem-solving, and family engagement across systems. Real-world examples and lessons learned from community-based initiatives will be shared. Attendees will leave with tools and resources they can immediately apply within their own settings.

Target Audience

Please identify which audiences would benefit from your presentation.

Options may include:

- Youth
- Young Adults
- Families/Caregivers
- Mental Health Professionals
- Peer Professionals
- Policy/Advocacy Professionals

You may select more than one audience when appropriate.

Areas of Focus

Strong proposals generally align with one or more of the following areas:

- Evidence-based or evidence-informed practices
- Family-driven and youth-guided approaches
- Advocacy and systems change
- Equity and accessibility
- Workforce development
- Leadership development
- Peer support
- Community collaboration
- Lived experience perspectives
- Resilience and recovery
- Innovative programs and promising practices

Session Formats

Potential formats include:

Breakout Session

Traditional presentation with opportunities for discussion and audience engagement.

Workshop

Interactive format emphasizing participant involvement and skill-building.

Panel Discussion

Multiple presenters sharing expertise and perspectives through facilitated discussion.

Plenary Session

Presentation delivered to the full conference audience.

Interactive Table Session

Small-group discussions focused on networking, problem-solving, or sharing resources.

Audio/Visual Information

Standard room setup includes:

- Display monitor
- HDMI connection
- Seating for participants

Please identify any additional audio/visual needs in your proposal.

Examples:

- Microphone
- Internet access
- Speakers for audio/video
- Flip charts
- Additional tables

Accessibility and Inclusion

ACMH values accessibility and inclusion.

Presenters are encouraged to:

- Use accessible slides
- Describe visual content verbally
- Use plain language whenever possible
- Include diverse perspectives
- Consider accessibility needs of participants

What Makes a Strong Proposal?

Strong proposals typically:

- ✓ Include three clear learning objectives
- ✓ Offer practical tools, resources, or strategies
- ✓ Encourage participant engagement
- ✓ Include youth, family, caregiver, or lived experience perspectives when possible
- ✓ Align with ACMH's mission and conference goals
- ✓ Address real-world challenges and solutions
- ✓ Promote equity, inclusion, and accessibility

Proposal Review Criteria

Proposals may be evaluated based on:

- Relevance to ACMH's mission
- Alignment with conference priorities
- Quality of learning objectives
- Presenter expertise
- Audience benefit
- Practical application
- Innovation and creativity
- Inclusion of lived experience perspectives

Proposal Preparation Checklist

Before submitting, confirm that you have:

- ☐ Presenter information for all presenters
- ☐ Professional biographies
- ☐ Headshots for all presenters
- ☐ Presentation title
- ☐ Three learning objectives
- ☐ Session description
- ☐ Target audience selections
- ☐ Areas of focus selections
- ☐ Audio/visual needs
- ☐ Preferred session format

Next Steps

When you are ready, please submit your proposal using the online application form.

Submit Your Online Application Here: [Proposal Application](#)

Please refer to the conference event webpage for current deadlines, conference details, and important updates. Proposal submission timelines and notification dates may vary by event.

Proposal Review Process

All proposals are carefully reviewed by ACMH's Conference Planning Committee. Due to limited presentation slots, we may not be able to accept every proposal submitted.

If your proposal is not selected for the current conference, we encourage you to consider submitting for future ACMH events. ACMH typically hosts multiple conferences and learning opportunities throughout the year, and presentation needs may vary from event to event.

With your permission, we may retain your proposal information and add you to our presenter database for consideration for future conferences, webinars, workshops, and other speaking opportunities.

Feedback and Questions

If your proposal is not selected and you would like feedback, we welcome you to reach out. While we may not be able to provide detailed feedback for every submission, we are happy to share general recommendations whenever possible to help strengthen future proposals.

Questions regarding proposal submissions may be directed to:

admin@acmh-mi.org

Thank you for your interest in partnering with ACMH to educate, inspire, and support children, youth, families, caregivers, and professionals across Michigan.