



## LEAD 2012 REQUEST FOR PROPOSALS Pre-Conference Sessions

The Kennedy Center's Leadership Exchange in Arts and Disability (LEAD) Conference is accepting proposals for **pre-conference sessions** to be presented during LEAD on August 21 and 22, 2012 in Boston, Massachusetts.

LEAD pre-conference sessions are extended, in-depth and interactive sessions that focus on a specific topic of interest to ADA/504 Coordinators, Accessibility Managers and Arts Administrators. *(Please see below for a list of previously offered workshops.)*

Pre-conference sessions may be between four and eight hours long. Accepted sessions will be advertised in the 2012 LEAD conference brochure and on the LEAD conference website. The Kennedy Center will set and collect fees and registrations for all pre-conference sessions. Pre-conference presenters will be compensated based upon the number of people who register for their session; however presenters will be responsible for travel and hotel expenses, meals, and applicable conference fees.

### To submit a proposal:

Please fill out the form below and send it via email to [access@kennedy-center.org](mailto:access@kennedy-center.org). Proposals must be submitted to the Kennedy Center Accessibility Program by **February 10, 2012**. Four to eight proposals will be selected by the program committee, and notification of acceptance will be sent by March 5, 2012.

**For more information or to discuss your proposal prior to submitting a form, please contact the Kennedy Center's Accessibility Program:**

#### Mail:

Accessibility Program  
The John F. Kennedy Center  
for the Performing Arts  
P.O. Box 101510  
Arlington, VA 22210

#### Phone:

(202) 416-8727 (voice)  
(202) 416-8728 (TTY)

#### Fax:

(202) 416-4840 (fax)

#### Online:

[access@kennedy-center.org](mailto:access@kennedy-center.org)  
[www.kennedy-center.org/accessibility](http://www.kennedy-center.org/accessibility)

## Previous topics have included:

- **ADA Basics: Title I, II, and III:** Start your LEAD experience with a solid introduction to the Americans with Disabilities Act. Speakers will define Titles I, II, and III of the ADA and discuss how they apply to cultural organizations, whether public or private, non-profit or government.
- **Audio Description from A to Z: 10 Steps to Creating and Maintaining a Successful Service:** Whether creating an in-house audio description service for a performing arts venue or museum or creating a community-wide service, the essential steps to starting and maintaining a successful service remain the same. Workshop leaders and participants will explore those steps and give you the tools you need to get started.
- **Audio Description: Train the Trainer:** This session examines how to present an Audio Description training weekend, mentor new audio describers, evaluate them, and create and nurture a local program.
- **Basic and Advanced Policy Development: A Two-Part Series to Help You Craft, Implement, Enforce, and Troubleshoot Access Policies for Your Venue:** This workshop will provide you with the nuts and bolts you need to develop, implement and enforce defensible accessibility policies. During *Advanced*, workgroups will gain practical experience by applying the principles learned in *Basic* to produce venue-tailored policies that comply with accessibility standards. Each participant receives a policy development workbook.
- **From Blueprints to Broadway: Building Accessibility Into the Contemporary Arts Center:** This hands-on workshop will give you the information that you need to start your organization on the road to becoming more accessible to patrons with disabilities and older adults. Find out what works, avoid common pitfalls, and be prepared for the challenges you will face while improving, constructing, or renovating your facility.
- **The Complete Experience:** Learn how to enhance the basic Audio Description experience by supplementing it with Sensory Seminar, Touch Tours, Program Notes, Braille and Large Print Materials, as well as other experiences and methods.
- **Creating Arts for All:** This dynamic, interactive session will train staff and volunteers from a variety of arts organizations how to universally design their educational arts programming to make it accessible to children of all abilities. Everyone will leave the training with specific, universally-designed arts activities they can replicate with the children in their program.
- **Demystifying the Disability Market:** This session explores the power to increase attendance, revenue and participation through targeted communications and by identifying easy, standard ways of incorporating accessibility information that appeals to the disability market.
- **Equity in Ticketing Policy:** Explore tried and true methods to develop and apply policies and practices that are in compliance with the Americans with Disabilities Act.
- **Listen to a Bench, Chew on a Painting: Multi-Sensory Approaches to Museum Visits:** Explore how museums can use multi-sensory interpretation strategies to create a richer appreciation and understanding of their collections. Through interactive hands-on exercises, participants will discover the benefits of investigating a work of art through touch, sound, smell, taste and movement, as well as through looking, discussion and description.
- **Tips, Tools, and Techniques for Effective Volunteer and Staff Training:** Your staff and volunteers are the public face of your institution. With proper training they can be enthusiastic and informed allies in your efforts to create a completely disability and senior-friendly patron/visitor experience. This session will address strategies for maximizing your training efforts, offer practical suggestions, supply sample training manuals and materials, and look at key components of thorough and effective training sessions.

**Proposal Submitted by:**

_____ Name	_____ Mailing Address
_____ Organization	_____ City                      State                      Zip Code
_____ Phone Number	_____ E-mail Address

**Session Title:**

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**Session Length**

Length of proposed session:

- 4 hours
- 6 hours
- 8 hours

If your session is 4 hours, would you be willing to present it twice in one day?

- Yes
- No

**Session Presenter(s):**

Please list name, job title, organizational affiliation, and biography for each presenter. (Please limit the number of presenters to three.)

**Session Description:**

*(Please include information on how this session will be interactive.)*

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**Learning Objectives:**

*(What will participants gain from attending?)*

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**Who would benefit from attending this session?**

*(Examples: Arts Administrators, Box Office Managers, Exhibit Curators, Marketing Directors)*

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**Is there a limit to the number of participants? If yes, what is the maximum number of participants?**