

Deafblind
International DbI

Deafblind International: Conference Planning Guide

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01
DbI

Glossary of Terms

Please refer to the following Glossary of Terms for definitions in context to this Conference planning guide.

ManCom
DbI Management Committee (ManCom) will, at the Board's request, be charged with the day-to-day performance of the duties of the Board and will determine the frequency and manner of meeting. The management committee is comprised of the president, the two vice-presidents, the secretariat, the treasurer, the information officer, the immediate past-president, and no more than four other Board members.
Reference: Constitution Article 14.2

DbI Board
The Board will be composed of a president, two vice-presidents, the immediate past-president, and no more than thirty-five (35) other members, no more than fifteen (15) members of which being large corporate members.
Reference: Constitution Article 11.1

Secretariat
The secretariat is the central office for the internal communication of DbI and for the intake and appropriate allocation of all inquiries from members and interested parties.

Information Officer
The Information Officer is the central office for the external communication which focuses on the website, social media and newsletters/DbI Review.

Host
Host is a direct reference to Planning Committee or Local Planning Committee.

Scientific Committee
The Scientific Committee will provide leadership and oversight for the development, implementation and evaluation of the Conference program.

Planning Committee
Planning Committee may be referred to as the "host" or Local Planning Committee. The Planning Committee is responsible for the overall logistical organization of the Conference, providing leadership and oversight in the coordination of the same.

Delegate Sponsorship
A Committee is formed (adhoc by the DbI board) for the selection of possible delegates who go though a application and venting process for sponsorship to attend Conference/education hosted by DbI.

Patronage Sponsorship
Sponsorship that is directly solicited by the Planning Committee for the sole purpose of offsetting costs associated with DbI Conferences. This could include a formalized sponsorship package including but not limited to: refreshments, meals, gala, name tags, trade show.

Keynote/ Plenary Speaker
Speakers invited by the Scientific Committee to talk on a main underlying theme which is relevant to all attendees.

Abstract
Application for delegates to present at a Conference which summarizes the content they plan to cover during the session. This also includes the contact details for applicants for the Scientific Committee to provide acceptance or deferral.

Concurrent Session Speaker/ Poster/ Video, etc.
Delegates who apply (by abstract) to address a specific topic either in person or by video presentation or poster display and were accepted in parallel with other sessions.

Preconference Sessions
Preconference sessions are not organized by the Scientific Committee, but space is offered for DbI networks to host their own Preconference sessions. Additional fees are charged to participants attending to cover related costs associated with Preconference sessions.

Network Meetings
Meetings are arranged by the Scientific Committee, and each DbI network is offered a time and location on the formal program to host network meetings at no additional costs.

Pre-Application Considerations

This guide is intended to offer assistance to DbI members who are considering making an application to host a DbI Conference (world or regional) and to those who are successful with their application. It provides an overview of what is involved and includes DbI requirements that are non-negotiable.

Brief history about DbI World Conferences
Under the name of Deafblind International (DbI), there are an increasing number of Conferences and events organized each year. The general practice is to have a World Conference every four years. Conferences held to date include World, European, Americas, Asian, as well as Conferences or events organized by DbI Networks. **See appendix M for a full list**

World Conference Tile
Part of the formal process of awarding the next host, is the passing of the Conference tile. The Conference tile was created by the Lex Grandia, previous president of the World Federation of DeafBlind (WFDB). On the last day of each World Conference, the present host passes the tile to the upcoming host. It is the host's responsibility to ensure safekeeping of the DbI World Conference tile and ensure it is present at each World Conference.



Responsibilities - Regional vs International

One of DbI's goals is to encourage improvements in practice and creation of new knowledge by facilitating improved communication and networking. One of the strategies to achieve this is by promoting a system of Conferences, which are accessible to the international field of deafblindness. DbI Conferences are an excellent way to bring people together and encourage shared learning.

DbI Expectations and Non-Negotiable Requirements

1. The host organization(s) must accept full budget responsibility and all management responsibilities (Planning Committee). The host organization(s) will provide the Scientific Committee with their budget. There are no financial resources available from DbI to support the Conference or the costs of the Planning and Scientific Committees. Members of the Planning and Scientific Committees must be able to finance their involvement themselves.

2. A key purpose of a Conference is that there is a nominal surplus at the end of the event. This is returned to the DbI Board and will be used for reinvestment in future DbI events, at the Board's discretion.

3. If a Conference experiences a financial loss, the host organization(s) takes full responsibility of said loss. DbI is not in a position to cover this loss. It is highly recommended that a Memorandum of Understanding (MOA) be developed to clearly outline the responsibilities of the Planning Committee/host if there is more than one.

4. The official language of the conference is English.

5. The Scientific Committee is responsible for maintaining their budget as determined by the host organization(s).

6. The official DbI logo must be used on all Conference materials. The logo, including the shape, format, and colour, must not be altered in any manner, but can be scaled to fit. The logo must be placed in a prominent location, before any Conference logo.

The DbI Branding Guidelines are available from the DbI Secretariat.

7. ManCom will review and provide the DbI Board with the following for approval:

a. Budget

b. Membership of Planning and Scientific Committees

c. The Conference theme, title, and logo (if applicable)

8. The Host must be a member in good standing with DbI.

9. The Planning Committee will provide DbI with a table or booth to promote DbI membership and activities to delegates at no charge.

Application Process Overview

The DbI Secretariat is responsible to initiate the World Conference application process at least two to three years prior to the scheduled Conference. The DbI Secretariat will then manage the Calls for Expressions of Interest, on behalf of ManCom.

The ManCom is responsible for review and decision making for all Conferences and then presenting to the DbI Board for ratification by the Board.

For non-World Conferences, potential hosts must submit an expression of interest to the DbI Secretariat and follow the same process of review and recommendations from ManCom to the Board.

There is no formal request for Expressions of Interest for non-World Conferences.

In most circumstances, it is expected that the host accommodate a future ManCom meeting at the future site or venue.



Application Process

You can apply to host an official DbI Conference only if you are a member of DbI in good standing (up-to-date, paid membership fees).

If a group of organizations is jointly applying to Host the Conference, then at minimum the lead organization must be a member of DbI.

The planning, implementation, and financial management is the responsibility of the Host.

The planning of a DbI World Conference is a complex activity. There are many professional planning companies that operate on a commercial basis as Conference Planners.

It is not required to use Conference Planners, but it should be recognized that planning a Conference is difficult and time-consuming. The experience offered by a Conference Planner can provide a sound way forward. Some benefits of utilizing a planner include: the negotiation of venue, catering, AV, patronage, accommodations, sponsorship leads, in addition to any potentials perks that can be afforded to the overall Conference. You will need to include their full costs in the overall Conference budget.

Answering the following questions may assist you in completing the application:

• Do you have personnel/staff available who have experience and expertise in planning large meetings and who can support your Planning Committee?

• Could you involve personnel/staff from other countries in your region of the world in organizing the Conference?

• What processes are you considering to engage the DbI Membership?

• When do you intend to begin the planning process?

• Planning the Conference is a long-term task, have you looked at long-range commitments to ensure you are able to Host?

Additional Notes

No country in the world is excluded from applying; however, applicants need to consider the political stability in their country and how this might affect the successful hosting of a Conference. It is recognized that it is difficult to consider this so far ahead of the Conference date, but it is essential that countries which do not have consistent political stability consider this and report it on their application.

The Conference town/city should be readily accessible within international travel services (air/land).

What is in a Budget?

The successful financing of the DbI World Conference is not a simple matter. It is unlikely that the delegate fees alone will be enough to cover the full costs.

A discussion with ManCom should take place with regards to the expectation of the Conference budget supporting the following costs. These expenses should be within approved budgets and made clear in writing to all, as noted below:
• DbI President (Conference Fee, Travel, Accommodation);
• WFDB President (Conference Fee, Travel, Accommodation);
• Planning Committee (Conference Fee, Travel, Accommodation, Committee Meeting costs);
• Scientific Committee (Conference Fee, Travel, Accommodation, Committee Meeting costs);
• Other (ie: Preconference sessions, network meetings, Board/Committee Meeting space, Planning Office/AV, Interpreter Room, Volunteer Room).

If the budget has no financial resources to support the cost of the Planning and Scientific Committees, members must be able to finance their involvement themselves. This must be clear to the Committee members from the outset.

With this in mind, the next step for the Planning Committee is to develop a detailed budget **(see Appendix B for sample)**.

The budget should take into account:
• Registration fee - how many delegates (full or daily) are required to achieve a break-even point, while still remaining affordable for the majority of delegates. Budget must also factor in any registration discount for DbI Corporate Members;
• Venue costs and related catering;
• Accessibility costs including interpreters, hearing loops, FM System specifically for Keynote/Plenary sessions;
• AV costs;
• Conference management fees;
• Scientific Committee speaker allowance (keynotes, travel, accommodation);
• How much patronage sponsorship will be needed and what source will sponsorship come (government - local and national, corporate supporters);
• How will any ultimate deficits be covered.

The Host organization(s) must accept full budget responsibility and all logistical responsibilities. The Planning Committee must inform the Scientific Committee of their budget allowance for keynote speakers and other related costs at least 2 years ahead of the Conference. All costs related to the Conference that are not in the budget must be approved by the Planning Committee. DbI, ManCom, or the Scientific Committee cannot make charges against the Conference that were not in the budget or approved prior to expenditure.

If a Conference experiences a loss, DbI is not in a position to cover this loss. It is the full responsibility of the Host(s).



As noted in the non-negotiables section of this guide, the DbI Board expects that the Conference will result in a positive financial outcome, which will assist in future educational activities, at the DbI Board's discretion.

In addition:

• If a group of organizations is jointly organizing the Conference, the financial responsibility taken by each organization must be clear in the application. An agreement or Memorandum of Agreement (MOA) between these organizations is recommended.

• It is recommended that a separate bank account or cost codes are opened for the Conference to assist with tracking income and expenses.

• Costs should be kept to a minimum so long as quality standards are met.

• Consideration to be given to day delegate rates.

• Delegates pay all Conference fees and it is not expected that any payment be made for any contribution they make to the Conference, i.e. volunteering or presenting a concurrent session/poster/videos, etc.

• The Planning Committee must determine when financial planning, if accompanying persons will be required to pay the full delegate cost or whether there will be a reduced rate. The reduced rate must at minimum represent the actual cost for the event (venue, meals/breaks). If the accompanying person (guide/family member) wishes to receive the full Conference package (Conference Bag, sessions, meals, reception, banquet etc.), then they are responsible to pay the full delegate cost.

• It is the delegate's responsibility to ensure the costs of their accessibility requirement are personally covered.

• Accompanying support persons (guides) are responsible for their own accommodations.

• It is past practice that concurrent session presenters/posters/videos are not paid any honorarium (but must register and pay full/day Conference fees within the timelines requested by the Scientific Committee).

• In the case of compensation for keynote speakers, there is some room for flexibility. This could be in terms of a set fee, honorarium, travel costs, and/or accommodation costs. It is imperative that the Scientific Committee has a clear financial figure in which to work from the Planning Committee. The Scientific Committee must work within the set financial figure and not exceed it without prior approval.

• The Planning Committee must determine at an early stage whether they are to take responsibility for organizing the accommodation for delegates. They should at least include information about a variety of different accommodation options for delegates to pursue themselves.

• The Planning Committee will provide DbI with a table or booth to promote DbI membership and activities to delegates at no charge.

• The official language of the conference is English.

• The Planning Committee must also consider other parts of DbI World Conferences such as Preconference Sessions, Network Meetings, Scientific Committee Meeting space at the conference site, DbI Board Meeting, along with space for the Planning Committee/Planners' onsite office and space for AV companies.



DbI Financial Input

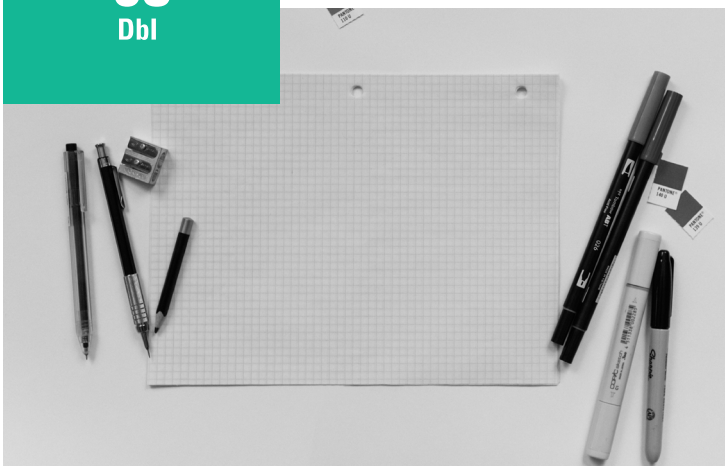
There are no financial resources available from DbI to support the Conference. However, in certain circumstances DbI may consider making a small loan to a Conference Host to assist with cash flow.

DbI Involvement in the Budget and Finances

• A Conference budget must be prepared by the Planning Committee and sent to the ManCom for approval by the DbI Board two years prior to the conference.

• All reports to the ManCom must include a financial update.

• The ManCom may request further information at any time, including, but not limited to copies of bank statements.



After Approval Granted

Past Practices of Organizational Structure

It is essential that there are strong links between the Planning Committee, the Scientific Committee, the ManCom Committee, and DbI Board through the DbI Secretariat.

There need to be clear links between:

• The Local Planning Committee and the Scientific Committee.

• The Local Planning Committee and the DbI Secretariat.

• The Scientific Committee and the DbI Secretariat.

These links can be through cross-membership or through structured reporting.

What about Communication and Updates?

When the Scientific Committee is considering themes, they ensure that any DbI Conference must:

• Reflect the objectives of DbI;

• Reflect where DbI is as an organization at the time of that Conference;

• Be appropriate to the themes that are relevant and important to DbI at that stage in its development;

• Be broad enough to attract as much of the DbI membership as possible.

The ManCom will be consulted in advance though the Secretariat about the Scientific Committee's suggestions regarding possible themes. The DbI Board must approve the final decision.

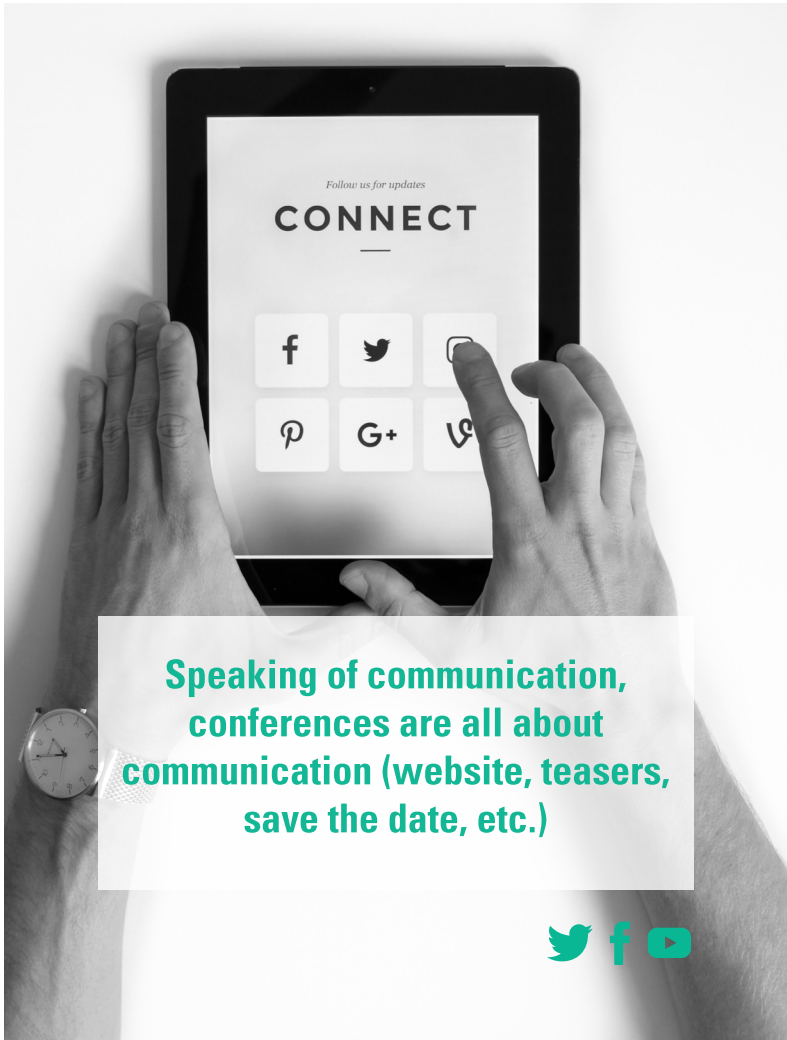
What about Social Media?

Social media drives nearly 25% of views to registration pages. That means that small upgrades in your social media marketing strategy can equal big increases in delegate registrations. Facebook, Instagram, and SnapChat all offer great avenues for promotion. This is the function of the Planning Committee.

One All-Encompassing Website

Technology follows us everywhere and we take it everywhere we go. New advances in technology have opened Conference events up for overall event management digitally. When selecting a digital or technical conference app, you must consider overall accessibility (refer to page10). Modules may assist with abstract management/selection (Scientific Committee), delegate registration, concurrent session registration, program, information, knowing who is attending/making connections, social media management, audience engagement, and tradeshow management.

Tip: one app with multi-functions is more effective and user-friendly than individual websites or apps.



Patronage Sponsorship

Patronage sponsors can help take your Conference to the next level. This is where you can get creative and "sell" themed items related to the Conference that will appeal to Sponsors. Sponsorship allows you to expand your offerings at the Conference and keep the registration rates for the delegates as low as possible.

Create a list of potential sponsors that you could partner with based on industry, location, and previous sponsorship history. A professional marketing package which outlines opportunities, benefits, and various sponsorship levels may help provide much needed revenue. While being benevolent, sponsors want to know 'what is in it for them' and how much will they be recognized (if they want to be recognized).

Note: we advise that you do not accept 'freebies'. For example, promotional items or advertisements in the delegate packages should be linked to a sponsorship or the tradeshow.

As mentioned previously, the delegate Conference rates cannot support the Conference costs alone.

Ideas for Sponsor Levels:

- Title Sponsor
- Conference meals, breaks
- Goods and services (conference bags)
- Name badges
- Keynote Speaker
- Mobile App
- Accessibility (ie: interpreters, hearing loops, braille)

There are costs involved for the Planning Committee to ensure that the sponsors are recognized as stated in the package, ie: signage, brochure, tradeshow booth, websites, etc.

What about a Tradeshow?

A tradeshow is an exhibition for companies in a specific industry to showcase and demonstrate their products and services to their target audience. A tradeshow offers another revenue stream to offset the costs of the overall Conference. They may also be enticed to Patronage Sponsorship where a booth is offered as an incentive.

There is a cost to run the tradeshow, so this must be considered. The cost of the space rental for the day/days of the tradeshow, set up of tables, rental table cloth, skirting, pipe and drape, electrical to the tables, signage, promotion (passport to attract interest), brochure, etc.

Conference Planner

From venue selection, to registration management, speaker management, to onsite delivery, planning an event or Conference is a ton of responsibility.

Conference Planners can cover as little or more of what needs to get done, for a price. Often you can select from a menu:

- Planning and Strategic Discussions
- Critical Path/Timelines
- Budgeting and Financial Management Services
- Event Program Development
- Site Selection and Venue Management
- Onsite management
- Supplier Negotiation and Management
- Sponsorship & Exhibitor Management
- Participant Registration Management and Tracking
- Event Website Development and Management
- Materials Production and Distribution
- Evaluation Synthesis
- Abstract/Call for Submissions Management
- Marketing and Press Releases
- Mobile Applications for Smartphones, tablets
- Pre and Post Event Reporting

Before booking a venue, we suggest that the Planning Committee considers the following:

- Accessibility (all on one floor, obstacles, posts, lighting, sound, stairs, colour contrast).
- Seated dining area close to catering stations.
- Plenary auditorium for up to 500 plus delegates.
- Consideration should be given to the number of delegates per concurrent/workshop (break out rooms), as well as a central location with delegate traffic for posters.
- Number of breakout rooms and capacity for concurrent sessions.
- DbI Network meeting locations - both before and during the Conference.
- Planners Office/ room - including access to computers, printers, photocopiers etc.
- Volunteer room.
- Interpreter room.
- If hosting videos, a video viewing room or area.

• Audio-visual facilities.
• Central meeting place for delegates.
• Centrally location Information Desk, as well as a Poster-Board(s) for announcements.

Historically, the duration of a DbI World Conference is five days, with registration beginning on the evening of the first day. The Planning Committee should allow for other meetings - DbI ManCom, DbI Board meetings, and pre or post Conference activities held in conjunction with the main Conference - when suggesting the dates. When setting the date, consideration should be given to other major conferences and religious holidays.

Helpful support would include information on venues, accommodation, and local liaisons. Information about official events must also be included in the Conference announcements and program. It is the responsibility of the Scientific Committee to organize and coordinate pre and post network activities.

If possible, consideration should be given to a time of year when economical airfares are more available.

Accessibility & Accommodations

English is the official language of DbI, although other Host country languages can also be included. Related costs associated with translation to English must be included in budget planning.

One of the principal costs of a World Conference is that of providing simultaneous translations. If English is the only language to be used, then translation booths and equipment, for all keynotes/plenaries, must be provided for the use of groups bringing their own interpreters. The payment is the responsibility of the individuals.

Platform interpreters for keynotes/plenary sessions are provided as part of the Conference package and is the responsibility of the Planning Committee to make the necessary arrangements. However, Interpreters/intervenors/guides for concurrent sessions, social events, and pre or post Conference activities is the responsibility of delegates.

It should be noted that all papers/presentations for keynotes/plenary sessions must be provided to the Planning Committee within 30 working days prior to the commencement of the conference in order to ensure access for Interpreters/intervenors/guides.

Deafblind delegates must find and pay for their own Interpreters/intervenors/guides. It is recommended that Interpreters/intervenors/guides pay the accompanying persons' rate.

DbI believes strongly in access for all. We understand that it is difficult to find the ideal venue, so often we are solving problems to make accessibility as good as it possibly can be. The following are some suggestions that should be considered and some ideas that might be helpful:

Visual

• Changes in lighting levels from corridors to rooms are the most difficult. The goal is to aim for uniform lighting; free of shadows and differences.
• Extra lights can be brought in if required.
• Screens and blinds can help with the control of light through windows.
• Good contrast helps. For example, at the registration desk, a black cloth (or white draping with black top, depending on the walls/carpet) can help with the location of white papers/Conference packs.
• Yellow and black tape can be used to highlight areas and are traditionally used on stairs or to cover trailing cables.
• Clear and frequent signage reassures. It is helpful to 'walk' and navigate areas from a number of directions to experience how a new delegate might feel coming to the Conference center or to a hotel.

Do not forgot about interpreters, intervenors, communication guides and the languages of our DbI members. DbI is one big international family and it is all about accessibility - in many ways!



Auditory

• Hotels and dining rooms can be noisy places; often we have the least control over these environments.
• Acoustics can be helped in the dining/assembly areas by the use of soft furnishings or screens to absorb the noise. Sporadically, screens in areas (perhaps with the Conference poster display) can improve the auditory environment while at the same time having a function.
• Loop systems need to be in place and are always worth testing - sometimes sound can 'leak' from one room to another.
• Hearing loops (audio induction loops) and audience engagement tools must be tested together by the Audio Visual company prior to the Conference. This will allow time to address any network issues. Delegates must be able to use both systems simultaneously.

Information

• All Conference materials must be available in accessible formats including Braille, large print, contrasting colours, etc. Ideally, electronic formats should be sent to delegates before arrival.
• The Conference pack should contain the program, local information, and any emergency or help arrangements. A delegates list informs attendees of who will be at the Conference. Please ensure delegates agree to have their name listed.

Physical Environment

• It is highly recommended that there is seating available for any meals or breaks within the Conference.
• Attention should be given to where stairs are located; alternative access points should be determined. Ramps and signage need to be considered.
• Lifts/elevators should be checked for size and ease of operation. With permission, you may be able to add Braille signage.
• Ramps to the Keynote/Plenary stage may be required for accessibility.
• The location of accessible washrooms in relation to Conference rooms and how to navigate between these areas should be considered.
• Seating should be as flexible as possible.
• Seating should be provided at meal times for those who require it.
• Flexible seating also helps if Interpreters need to change position from side on to face on, etc.
• Seating with back support for Interpreters is helpful.
• Tables should not block escape/ fire routes.
• Handrails along stairs should be checked for orientation.
• Mobility routes should be checked for trip hazards. If there are protruding stairs or walls, these can be taped to indicate a difficulty.
• External routes and access to transport needs to be considered.

Role of the Planning Committee

The Planning Committee is responsible for the overall logistical organization of the Conference. Once the host organization or country has been selected, they should propose membership of the Planning Committee. ManCom and the DbI Board must approve the composition of the Planning Committee and agree to the proposed Chair or Co-Chair. This is done via the DbI Secretariat, please email: *dbi-secretariat@sensity.ca*.

The key responsibilities of the Planning Committee include:

• Working with the Scientific Committee for the production of the opening and closing Conference announcements/script.
• Determining the need to work with an external Conference Planning Company.
• Determining the overall Conference budget. Ensure that the Scientific Committee is aware of the budget allocated to keynote/plenary speakers, etc.
• Negotiation with venue, AV, catering, accommodations, social activities, transportation, etc.
• Set up Reception and Gala agenda being respectful with the Scientific Committees' Conference theme.
• The Conference program is created by the Scientific Committee. The production of the Conference Program is completed by the Planning Committee.
• Liaise with the Secretariat in regards to the DbI Awards and DbI Delegate Sponsorship Committees.

Please refer to Appendix C For a sample Terms of Reference for the Planning Committee



Role of the Scientific Committee

The success of a Conference is determined by the ability of the Scientific Committee to develop an engaging program. The Planning Committee recommends membership of the Scientific Committee to DbI ManCom. The DbI ManCom submits these recommendations to be the DbI Board, via the DbI Secretariat.

The Scientific Committee should aim to:

• Be representative of DbI's membership profile (for example, including deafblind people, families, professionals);
• Have a good geographic spread and representation from different countries;
• There must be at least one member of the Scientific Committee who has been a member of a Scientific Committee for a previous DbI Conference;
• Previous experience suggests that around seven or eight people is an appropriate size for a Scientific Committee.

The key responsibilities of the Scientific Committee include:
• Determining a Conference title and theme to recommend to the ManCom for DbI Board approval.
• Determining the full Conference program (including speakers, plenaries, workshops, posters, Preconference).
• Ensuring the DbI Networks have an opportunity to present their work to date as part of the program.
• Ensuring there is ample room in the program for the presentation of the DbI Awards.
• Working with the Planning Committee for the production of the opening and closing Conference announcements/ script.
• Responsible for the coordination and calling for, collection, and processing of abstracts **(sample Appendix G)**.
• Checking with the Planning Committee to see if they are using an app or a registration site that allows for collecting abstracts. This allows for one place for delegates and presenters to register and one place to start communication with delegates and presenters. Multiple sites create confusion.
• Negotiation with keynote speakers; financial information for this is provided by the Planning Committee.
• Creation of the Conference program. The production of the Conference Program is completed by the Planning Committee.

Please refer to Appendix D for sample Terms of Reference for the Scientific Committee



DbI Awards

DbI has the privilege of honoring people who have made exceptional contributions to individuals who are deafblind and to DbI, and in turn will present these awards at the World Conference. The coordination and implementation of these awards is a key responsibility of ManCom, and does not entail either the Planning or Scientific Committees. The DbI Awards provide a unique opportunity to celebrate the accomplishments of our colleagues.

It is highly recommended that the Planning Committee work with the Scientific Committee to ensure there is an allotted time in the program for the DbI Awards presentations, preferably not during the Gala dinner. DbI has three categories of awards, the Lifetime Achievement Award, the Distinguished Service Award, and the Certificate of Appreciation.

See Appendix K for DbI Awards

DbI Delegate Sponsorship

DbI has a sponsorship process where it invites applications for delegates to receive financial backing to attend DbI Conferences. The DbI Treasurer will inform the DbI Sponsorship Committee (the implementation of this DbI committee is the responsibility of ManCom) of the budget allocation for this activity. It is recommend that the Vice President of the Board chair the DbI Sponsorship Committee. Details of the DbI Sponsorship Committee should be communicated and shared with DbI membership, at least 18 months prior to the World Conference.

Applications should be received by the Secretariat six months prior to a DbI Conference for consideration.

See Appendix L for DbI Delegate Sponsorship Guidelines

DbI Networks

During the planning process, under the responsibility of the Scientific Committee and in coordination with DbI network coordinator, each DbI network should be approached to ensure that they are offered space and time on the program for network meetings.

Past practice has been to hold network meetings towards the end of day, for two consistent days. The Conference delegate fee covers the related costs of the network meetings, but no refreshments are provided; just the room location and space.

Given the focus on networks by the DbI Board, it is imperative that full participation takes place for all networks.



Preconference Activities

During the planning process, under the responsibility of the Scientific Committee and in coordination with the DbI Network Coordinator, each DbI network should be approached to solicit their interest in hosting a Preconference session. It is important that the Scientific Committee work closely with the Planning Committee on this activity, to ensure a venue is secured for these activities. An additional fee is charged to participants outside of the Conference fee to cover related costs such as: venue, refreshments, and speakers. The planning of Preconference session is the responsibility of each of the network leads. Communication about Preconference events is part of the Conference communication strategy, and registration is handed with Conference registration. Past practice has demonstrated about 3 to 5 networks partake in this activity.

Transportation

It is unlikely that a Conference of this nature would benefit from nominating official airlines, etc. However, it is recommended that organizers investigate this possibility.

All relevant information on travel to and from the Host country should be provided in the pre-registration material. It is recomended to remind delegates about the need for and cost of transportation to the Conference venue, as well as:
• Travel between residential accommodation and venue;
• Travel between Conference locations if not all on one site;
• Travel for the recreational activities.

Promotion

It is imperative to use the DbI Branding Guidelines as a reference on all Conference materials. The Guidelines are available from the DbI Secretariat.

A World Conference is often of great benefit to the Host organization in terms of reputation and awareness within its country. DbI therefore encourages the organizers to maximize the public relations opportunities of the Conference and does not place any limitations on this.

Some suggestions for the Conference bag:
The choice of having a Conference bag is the responsibility of the Planning Committee. However, it should be discussed with the Scientific Committee to ensure consistency of theme and overall program context. The cost of the bag must be part of the Conference budget. The bags can offer incentive to patronage sponsorship and the tradeshow.

Social Activities

On the first evening of the Conference, a welcome reception should be considered. During this reception, the Host Country's culture and traditions may be highlighted.

In addition, the host should provide cultural, tourist, and professional activities. It is recommended that costs associated with these additional activities are paid for separately and do not form part of the Conference/registration fee.

Information on tourism in the country/region should be made available.

Gala Banquet

Traditionally, the Conference Banquet is held on the last night of the Conference. In past practice, the cost of the gala banquet has not been included in the Conference fee; during the registration process, delegates are provided the option to purchase a ticket to the banquet. It is also recommended that the DbI Awards are not presented during this event.

See Appendix J for a sample Gala Agenda

Evaluation

Within two months after the completion of the Conference, a comprehensive evaluation report is required to be sent to the ManCom and is to be shared with the DbI Board. This feedback is very important information to inform future Conference Hosts. Ensuring consistency for future Conferences. The following information should be included:

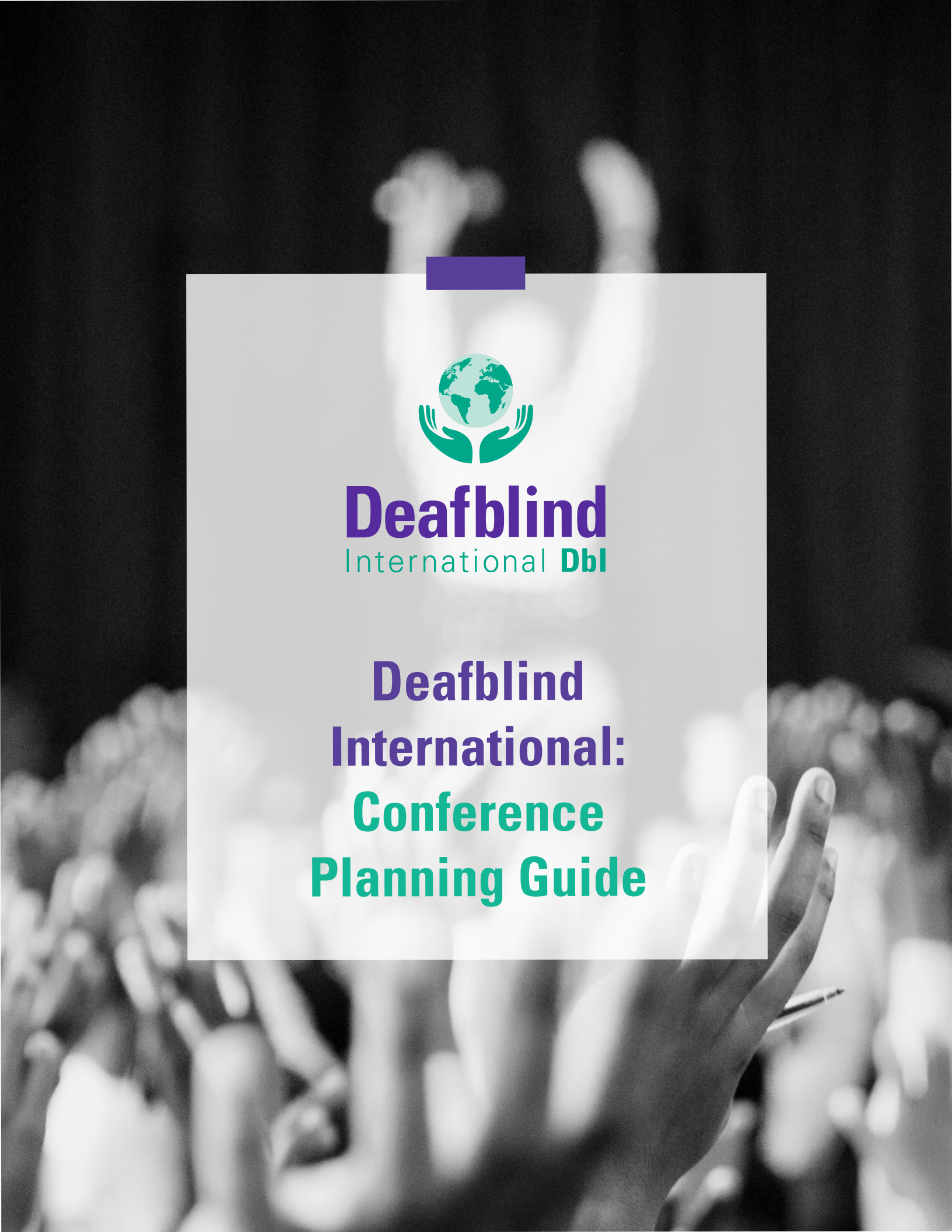
- Conference Program – including Scientific and Social program;
- Participants – including the numbers, countries represented, including DbI delegates, sponsored participants;
- Funding and Sponsorship Exhibitors (listing);
- Budget (Final vs Budget);
- Volunteers;
- Media;
- Pre/post Conference Workshops;
- Participant Evaluation/Feedback of the Conference;
- Recommendations for Future Conferences.

See Appendix N for Sample Evaluation



Appendices

Appendix A: Expression of Interest/Application To Host A DbI International/ Regional Conference
Appendix B: Sample Budget Template
Appendix C: Sample Terms of Reference Planning Committee
Appendix D: Sample Terms of Reference Scientific Committee
Appendix E: Sample of Registration Sites
Appendix F: Sample Patronage Sponsorship Package
Appendix G: Sample Call for Abstract
Appendix H: Sample of Previous Program
Appendix I: Sample Template Tradeshow Participants Package
Appendix J: Sample Gala Agenda
Appendix K: DbI Awards
Appendix L: DbI Delegate Sponsorship Guidelines
Appendix M: List of Countries and Locations of past DbI International Conferences
Appendix N: Sample of Past Evaluation Formats



Deafblind
International Dbl

Deafblind International: Conference Planning Guide

Appendix A: Expression of Interest/Application to Host a DbI International/Regional Conference

Please ensure that you have read the DbI Conference Planning Guide before proceeding with the application. ManCom will expect the following areas to be covered in an application:

1. Applicant Details

Lead/Host Organization Name: _____
Contact Person: _____
Address: _____
_____
Country: _____ Telephone: _____
Email: _____
Website: _____

2. Who are the Host agencies? Please list if applicable. Is this a partnership between agencies? Is there a formal Memorandum of Agreement (MOA) between the agencies? Who is the lead agency?

_____
_____
_____
_____
_____
_____

3. Why do you want to host a DbI Conference - International/Regional?

_____
_____
_____
_____

4. What benefits will there be to you and your country in hosting this Conference?

_____
_____
_____
_____
_____
_____
_____

5.What unique features or special attributes does your country offer, which would be an important reason for DbI to choose your site?

_____
_____
_____
_____
_____
_____

6. Each Conference requires a number of volunteers to support the activities on the days of the Conference. How will you support these requirements? Do you have the resources to support the requirements?

7. Are you planning on using Conference Planners for the logistic organization of the Conference and has this been included in your budget?

8. How will you maximize Public Relations and political opportunities?

9. Please provide a draft summary budget for your Conference, including the following (see Appendix B):

- *Approximate number of paying delegates expected;*
- *Percentage of costs will be covered by registration fees;*
- *How other costs will be covered;*
- *Local contributors (e.g. agencies, governments, corporations, etc.) to subsidize some of the cost? How much local financial assistance is possible?;*
- *Approximately what you expect the registration fee to be (highest and lowest levels);*
- *Approximate accommodation costs;*
- *If you expect the Conference to generate a profit or a loss – and, if a loss, how this will be covered.*

10. What kind of facilities are available for lodging/ accommodations and Conference meeting space?

11. What social arrangements and activities are possible?

12. Do you have accommodation options for participants from countries who may find it difficult to pay?

13. Is your country experiencing any political unrest? Please explain.

I have read the full Application Guide and will abide by DbI's Expectations and Non-Negotiable Requirements found on page 3.

Signature: _____

Date: _____

Please email completed applications to DbI Secretariat at dbi-secretariat@sensity.ca

Appendix B: Sample Budget Template
Responsibility of Planning Committee

	Budgeted	Actual
Registration Fees		
Total Number of Early Bird (Full Delegates)		
Total Number of Registrations (Full Delegates)		
Total Number of Daily Registrations		
Total Number of Support Registrations		
Total Number of Free Registrations (keynotes, planning committee, scientific committee)		
Tradeshow Income		
Sponsorship Income		
Grants (accessibility)		
Other Income)		
Total Revenue	$	$
Venue Costs		
Catering (including breaks, breakfast, lunches and any other dinners that are included in registration fee		
Conference Management Fee		
Gala Dinner (extra fee) $/pp		
Gala Decorations		
AV Gala		
AV (including platform staging, cameras, hearing loop)		
Interpreters (platform, keynotes, MC)		
Signage (keynote, concurrent, sponsors)		
Conference Software (including graphic design for conference logo and set up, registration process, brochure, and might include abstract software)		
Keynote Speaker Gifts		-
Concurrent Speaker Gifts (posters and video)		
SC and Planning Committee Gifts		
Delegate Bags		
Conference Decorations		
Conference Badge		
Planning Committee Costs (including one face to face meeting accommodation and travel)		

SAMPLE

Abstract Software (See above in conference software)		
Audience Engagement Tools (software)		
Keynote Speakers Fees		
Keynote Speakers (Accommodation and Travel)		
Scientific Committee Costs (including one face to face meeting, accommodation and travel)		
Total Expenses		
Total Expenses (after revenue)		
Cost per Paying Attendee		

SAMPLE

Appendix C: Sample Terms of Reference
Planning Committee

Mandate and Purpose

The Planning Committee is responsible for the overall logistical organisation of the conference, providing leadership and oversight in the coordination of the same. All work of the Planning Committee will be consistent and in keeping with Deafblind International's key principles/pillars, strategic plan, etc.

The Planning Committee will prepare and oversee:

- A work plan that identifies anticipated outcomes and incorporates regular monitoring and evaluation of key elements as identified by the Planning Committee
- A committee structure with representation that will ensure the effective achievement of the Planning Committee's general objectives and deliverables
- Development of related budget to provide timely accounting of it to DbI ManCom.

It is highly recommended and supported that the Planning Committee can/should use professional conference planners (external agency) for planning the logistics of the conference. This should be part of the conference budget.

Reporting Relationship

To: ManCom and the Deafblind International Board of Directors

Roles and Activities

All Committee members will commit to:

- Regularly attend meetings either in person, by video or teleconference
- Agree to share in the coordination of and/or offer support to the work of the Planning Committee
- Contribute planning and other relevant resources in order to effectively implement the work plan
- Develop and review documents and reports, search out relevant topics and provide timely feedback and input on the work of the Planning Committee
- Utilize and integrate the work of past World Conferences in order to ensure the effective and coordinated implementation of the work plan
- Identify obstacles and bring forward ideas and solutions
- Meet all timelines as set out in the committee's work plan
- Diligently promote and advance the work plan and its strategic objectives

Terms of Committee Membership

Committee members shall remain active members for the duration of the development, implementation and evaluation of the conference. It is recommended that all members of the Committee be members in good standing of Deafblind International. It should be noted that a member of DbI Mancom is entitled to attend any meeting.

Membership will consist of representatives of the Deafblind Network of Ontario in accordance with the bylaws (membership).

10 Maximum number of members.

SAMPLE

Meetings and General Decorum

A regular meeting schedule will be determined with input from the Planning Committee. The Chair will provide 5 days' notice of upcoming meetings; will include an Agenda of items to be discussed, and minutes of the last meeting. A quorum for the purposes of conducting business will be the attendance in person or electronically by a simple majority of the Planning Committee members. Under normal practice, the Planning Committee will strive to reach decisions by consensus. If requested by two or more Committee members, a vote will be taken with decisions made based on 50 per cent plus one. A strong working relationship and linkages with Scientific Committee is imperative. Minutes of all meetings will be recorded and shared with the Scientific Committee and ManCom.

The Committee will review the Terms of Reference for the Planning Committee annually.

Communication (Media, Website etc)

- Responsible for the implementation, development of the conference website in consultation with Scientific Committee branding. The website must be accessible for people with disabilities. Ensure that the conference website is accessible in English and the language of the host country if hosted in a country where the primary language is not English.
- Ensure that the website is integrated and updated with the DbI website on a regular basis by keeping the DbI Information Officer informed of all changes, deletions, and related announcements.
- Ensure accurate Visa (country) information is available on the conference website for delegates traveling from outside the host country. In cooperation with the DbI Secretariat, ensure written documentation on DbI/Conference letterhead is available on the website for delegates to download to assist with their Visa applications.
- Provide regular notices/updates for the conference website and for distribution by email as per various predetermined deadlines (work plan).
- Under direction from the Scientific Committee, ensures that the Draft and Final Program is uploaded to the Conference website
- Responsible for the securing an Emcee for the conference, and works with Scientific Committee in the development of scripts for each day.

Administrative

- Be the first contact with individuals and organizations to answer all requests for information regarding the conference.
- Responsible for the coordination of venue, break out rooms, and related accommodations.
- Responsible for the preparation and maintenance of a database of registration information (for future conferences), unless the conference website is able to perform this function.
- Provide confirmations of registration, accommodation, special assistance requests and tour selection to conference participants.
- Design all forms necessary for the conference, including those for Registration, Accommodation, Tourism Day, etc. If required, work with the Scientific Committee to gather the Plenary and Workshop papers and prepare the Conference Proceedings for distribution during or after the conference. Prepare and manage the circulation of conference evaluations surveys, to be used to create a post conference evaluation report.
- Working with ManCom, determine Awards to be presented at conference and liaise with DbI regarding the production of the awards trophies and logistics for presentation.

SAMPLE

Promotional

- In addition to the information on the conference website, prepare hard copies of Official Notices of the Conference for distribution via email, or by post (to those whom we do not have email addresses). Distribute to as many individuals and worldwide Organizations in the field of deafblindness and disabilities that are known to the Conference organizers and DbI. Much of this information is available from past DbI Conference organizers.
- Responsible for the selection of conference promotional material and conference satchel materials, while ensuring coordination with the Scientific Committee's approved choice of branding and theme.
- Responsible for the selection of speaker gifts (including keynote, concurrent, and poster), in coordination with the Scientific Committee.
- Consider the production of a quarterly e-bulletin for world-wide circulation. Utilize the e-bulletin to make announcements, as a reminder for deadlines (e.g. registration, call for papers (in consultation with Scientific Committee) etc.), have mini-competitions, snippets about host country and what delegates can look forward to when they visit.

Sponsorship/Trade Show

- Responsible for the development of a sponsorship. Trade show package, implementation, and evaluation including development of national and international sources who might be interested in it.
- Responsible to develop a list of organizations, embassies, individuals, etc which are sources of potential funding. Applying for it by preparing appropriate letters and applications of request for specific funding.
- Work with funding agencies (Hilton Perkins, DbI, Sense International, CBM etc.) to support attendance for individuals from developing countries. This will involve coordinating the notification, registration, and accommodation details for these supported individuals.

Volunteer Management

- Source local volunteers, and maintain and update a contact list.
- Volunteer roles may include: meet and greet at the airport, conference venue guides, tourist day attendants, ushers at social events, room hosts for all sessions, first aid, general runners, information providers at registration area etc.
- Convene a meeting for all volunteers for pre-conference training. Agenda for meeting to address volunteer expectations, review of roles, dress requirements, and what will be provided to all volunteers (i.e.. refreshments, car parking, volunteer identification), etc.
- Will you need roo moderators?
- Assign volunteers to ensure food area is tidy, topped up and safe for delegates. Communicate to conference planners if there are needs for delegates

Conference Management

- Regularly communicate on the management of the Conference as per registrations, accommodations, local transport for delegates, venue accessibility etc.
- Responsible for preparing periodic reports for DbI ManCom and board on the progress of the Conference.

SAMPLE

- During the Conference period, coordinate with the Conference Planners on all aspects of the needs of conference participants including registration, technology, printing of materials, translation, information services, photographer, performers or musicians for social events etc.
- Coordinate with Conference Centre on catering requirements for daily meal breaks and social functions, including the opening and closing ceremonies and Banquet/Gala dinner.
- Work with Conference Planners to ensure Conference Evaluation questionnaires are included in the Conference Registration package.

Post Conference

- Responsible for providing a post conference summary and report to DbI ManCom and DbI board within 30 days of the conclusion of conference.
- Ensure the post conference summary and report is included on the conference website as well as the DbI website for reference.

Audio/Video

- Work with venue to determine audio/video companies who have experience with the venue
- Determine needs of for the setup of staging, breakout rooms
- Receive presentations and ensure they are working (links, videos)
- Upload presentations with back up copy to equipment in each room
- Work with the script developed each day for the A/V needs

Registration

- Prepare all delegate packages
- Welcome delegates and provide conference tags, information, meal tickets and assistance as required
- Manage area that is open during the conference for delegates and volunteers to search for as information centre.

SAMPLE

Appendix D: Sample Terms of Reference
Scientific Committee

Mandate and Purpose

The Scientific Committee will provide leadership and oversight for the development, implementation and evaluation of the Deafblind International (DbI) XXth World Conference.

The Scientific Committee will prepare and oversee:

- A work plan that identifies anticipated outcomes, and incorporates regular monitoring and evaluation of key elements identified by the Scientific Committee
- A committee structure with representation that will ensure the effective achievement of the Scientific Committee's general objectives and deliverables
- Development of related budget to provide timely accounting of same to the MANCOM

All work of the Scientific Committee will be consistent and in keeping with DbI's key principles/pillars, strategic plan, etc.

Reporting Relationship

To: MANCOM and the Deafblind International Board of Directors

Roles and Activities

All Committee members will commit to:

- Regularly attend meetings either in person, by video or teleconference
- Agree to share in the coordination of and/or offer support to the work of the Scientific Committee
- Contribute planning and other relevant resources in order to effectively implement the work plan
- Develop and review documents and reports, search out relevant topics and provide timely feedback and input on the work of the Scientific Committee
- Utilize and integrate the work of past World Conferences in order to ensure the effective and coordinated implementation of the work plan
- Identify obstacles and bring forward ideas and solutions
- Meet all timelines as set out in the committee's work plan
- Diligently promote and advance the work plan and its strategic objectives

SAMPLE

Terms of Committee Membership

Committee members shall remain active members for the duration of the development, implementation and evaluation of the conference. It is recommended that all members of the Committee be members in good standing of Deafblind International.

Meetings and General Decorum

A regular meeting schedule will be determined with input from the Scientific Committee. The Chair will provide 5 days' notice of upcoming meetings; will include an Agenda of items to be discussed, and minutes of the last meeting. A quorum for the purposes of conducting business will be the attendance in person or electronically by a simple majority of the Scientific Committee members. Under normal practice, the Scientific Committee will strive to reach decisions by consensus. If requested by 2 or more Committee members, a vote will be taken with decisions made on the basis of 50 per cent plus one.

The Terms of Reference for the Scientific Committee will be reviewed by the Committee annually.

Responsibilities of Scientific Committee:

- Determining a conference title and theme to be recommended to DbI ManCom
- Determining the full conference program including speakers, plenaries and workshops
- Production of first and last announcements
- Calling for, collecting and processing abstracts
- Working with speakers by gathering biographies for introductions, ensuring that speakers submit their presentations electronically to be posted after the conference. Ensuring that presentations are loading electronically for the day of their presentations
- Negotiate with key speakers
- Production of the final conference program
- Editing of proceedings, posting on the website following the conference
- Ensure budget is maintained
- Maintain strong linkages with the Planning Committee

Aims

- Be representative of DbI memberships profile (for example including people with deafblindness, families and professionals) as well as representing congenial and adventitious deafblindness
- Have a good geographic spread and representation from different countries
- One member of the Scientific Committee has been a past member of a Scientific Committee
- A member of DbI ManCom is entitled to attend any meeting
- A member of DbI ManCom will attend the first meeting of the Scientific Committee in order to establish relationships and links
- Minutes of any meetings will be recorded and shared with the Planning Committee and ManCom.

Relationships between Committees & Deafblind International:

It is essential that there are strong links between;

- Planning committee and the Scientific committee
- Planning committee and DbI Secretary
- Scientific Committee and the DbI Secretary

SAMPLE

Accountability

- The Scientific Committee is accountable to the DbI ManCom and must provide a report, through the DbI Secretary, to every ManCom meeting between the setup of the Committee to the conference

- The report from the Scientific Committee should include theme, schedule of conference, time of announcements, call for papers, plenary speakers, workshops, organizational issues and general information

SAMPLE

Appendix E: Sample of Registration Sites Responsibility of Planning Committee

https://event.icebergevents.com.au/dbi-2019

SAMPLE

THE Spirit OF INTERVENORS: Make a wave from coast to coast

June 6-7, 2018 Mississauga, Ontario

SPONSORSHIP PACKAGE

The Deafblind Network of Ontario (DBNO) presents the 8th annual Intervenor Symposium, *The Spirit of Intervenors: Make a Wave from Coast to Coast*. Keeping with this theme, delegates from across the country have been invited to come together to network, learn, and celebrate their unique profession as an intervenor.

The Symposium will provide sponsors and exhibitors an opportunity to make valuable connections and have conversations with intervenors, supervisors, managers, and professionals from coast to coast; all leaders in the field of deafblindness, rehabilitation, and related education. What a great occasion for networking and collaboration!

Catch the wave
Become a Sponsor

Sample

Intervenors are specially trained professionals who act as the “eyes” and “ears” of the individual who is deafblind through the sense of touch. Further, the intervenor is a communication partner, acting as the bridge between the person who is deafblind and the world to facilitate the exchange of information.

Travelling Passports on Exhibitor Day

This year’s Symposium features an exciting Exhibitor Day on June 6th, 2018. This provides the opportunity to promote your business through face-to-face contact with all delegates. To help drive traffic to your booth, delegates will be given a Travelling Passport and be asked to visit all booths to have them stamped or signed by you. Please come prepared to stamp or sign these passports.

Exhibitors are requested to provide a door prize. Your item will be awarded to delegates who complete and submit their passport. The draw will be made by the DBNO team and will take place during the last learning session on June 7th.

Catch the wave

Become a Sponsor



Presenting Sponsor
$3,500 - 1 Available

Keynote Speaker Sponsor
$2,000 - 2 Available

Lunch or Breakfast Sponsor
$1,000 - 3 Available

Coffee Break Sponsor
$500 - 4 Available

Exhibitor
$300 early bird or $350 after April 6, 2018

Sample

Presenting Sponsor
$3,500 - 1 Available

- Exclusive Presenting Sponsor of the 2018 Intervenor Symposium
- Speaking opportunity in the welcome address on June 6, 2018
- Full-page ad in delegate brochure
- Signage with your logo displayed in prominent location (24”x36”)
- Social media coverage before and during event on the Intervenor Symposium Facebook and Twitter pages
- Mention in event emails
- Logo on the event page of the DBNO website
- Logo inclusion in event PowerPoint presentation
- Up to 2 complimentary display tables and 2 chairs on exhibitor day (June 6), with the option to have an exclusive display on day 2
- Lunch with delegates on exhibitor day (June 6) and breakfast/ lunch on June 7 if you opt to attend day 2 of the Symposium (for 2 exhibitors)
- Coffee break refreshments with delegates to network
- Option to provide exclusive door prize item for draw (draw during closing remarks on June 7)



Keynote Speaker Sponsor

$2,000 - 2 Available

- Opportunity to introduce one of our two keynote speakers on either June 6 or 7th
- 1/2 page advertisement in delegate brochure
- Signage with your logo displayed during keynote address (24”x36”)
- Social media mentions before and during event on the Intervenor Symposium Facebook and Twitter pages
- Logo on the event page of the DBNO website
- Logo inclusion in event PowerPoint presentation
- One complimentary display table and 2 chairs on exhibitor day (June 6)
- Lunch with delegates on exhibitor day (June 6) and coffee break refreshments (for 2 exhibitors)
- Opportunity to provide draw item for Travelling Passport program



Lunch or Breakfast Sponsor

$1,000 - 3 Available

- 1/4 page advertisement in delegate brochure
- Signage with your logo displayed in dining area (24”x26”)
- Social media mentions before and during event on the Intervenor Symposium Facebook and Twitter pages
- Name included in event PowerPoint Presentation
- One complimentary display table and 2 chairs on exhibitor day (June 6)
- Lunch with delegates on exhibitor day (June 6) and coffee break refreshments (for 2 exhibitors)
- Opportunity to provide draw item for Travelling Passport program

Sample

Catch the wave

Become a Sponsor

Catch the wave

Become a Sponsor



Coffee Break Sponsor

$500 - 4 Available

- Business card sized ad in delegate brochure
- Signage with your logo on coffee break tables (8.5”x11”)
- Social media mentions before and during event on the Intervenor Symposium Facebook and Twitter pages
- One complimentary display table and 2 chairs on exhibitor day (June 6)
- Lunch with delegates on exhibitor day (June 6) and coffee break refreshments (for 2 exhibitors)
- Opportunity to provide draw item for Travelling Passport program



Exhibitor

$300 early bird or $350 after [date]

- Name listed in delegate brochure
- One complimentary display table and 2 chairs in trade show exhibitor area
- Additional tables are $200 each
- Lunch with delegates on exhibitor day (June 6) and coffee break refreshments (for 2 exhibitors)
- Opportunity to provide draw item for Travelling Passport program

Sample

THE Spirit OF INTERVENORS: Make a wave from coast to coast

June 6-7, 2018 Mississauga, Ontario

SPONSORSHIP PACKAGE

CONTACT INFORMATION

Sponsorship Level: _____

Company or Organization Name: _____

Contact Name: _____

Address: _____

_____

Phone: _____

Email Address: _____

PAYMENT INFORMATION

□ **Credit Card** □ **Cheque** ***(made payable to?)***

Name on Card: _____

Card Number: _____

Expiration Date: _____

Please submit your completed form, as well as your social media handles and a copy of your logo to:

[Mailing address] or intervenorsymposium@intervenors.ca

Sample

Abstract Submission Form

(for use by those who have no access to Internet and can complete the following form and email to dbi2019info@deafblindontario.com)

Sample

Abstract Submission Form
(for those who have no access to Internet and can complete the form and email to dbi2019info@deafblindontario.com)

Please note all abstracts must be typed and presented in English (the official language of the conference).

Asterisk (*) indicates required field

Title of Abstract*	*(text box)*					
Select a Theme* **(check all that apply)**	Accessibility		Communication		Technology	
Select a Format	Workshop Presentation (60 minutes)		Poster Presentation		Science Talk (Research Forum) (20 mins) or Poster Presentation	
Indicate your intended audience **(check all that apply)**	Individuals who are deafblind	Families	Academics		Professionals	
Primary Title*	Mr.	Mrs.	Miss	Ms.	Dr.	Pro
Primary Contact Name*	*(text box)*					
Position/Job Title/Role	*(text box)*					
Organization	*(text box)*					
Country*	*(text box)*					
Postal/Zip Code*	*(text box)*					
Telephone Number*	*(text box)*					
Fax Number	*(text box)*					
Email Address*	*(text box)*					
Textphone	*(text box)*					
Website Address	*(text box)*					
Other Presenters (if applicable) *Please include name, position, organization*	*(comment box)*					
Abstract *250 words maximum*	*(text box)*					
Technical Requirements: please indicate if you will be using technology to assist your session. *ie. a video or DVD player or other audio technology*	*(comment box)*					
Accessibility Accommodations - please indicate if you have any particular requirements to assist you in delivering your presentation *ie. large print, sign language, interpreter etc.* ** Please note that in accordance with the DbI Conference Planning Guidelines Manual, deafblind delegates must find and pay for their*	*(comment box)*					

Sample

own personal interpreters/intervenors/communication guides.			
Accessible Presentation – Please indicate how your presentation will be accessible to individuals who are deafblind	*(comment box)*		
	Tick box All visual images (pictures, diagrams, text) will be read out or described	*Tick box* Complex terminology will be described	*Tick box* Closed-captioning
Workshop activities, including any creative learning experiences	*(comment box)*		
Is this a practice or research based session?	*(comment box)*		

Where possible, please indicate how your presentation relates to the Deafblind International (DbI) Strategic Goals as indicated. For more information, please visit the following site: https://www.deafblindinternational.org/about-us/strategic-plan/	Priority #1 - Diversity	DbI will create a climate of diversity throughout all aspects of our operation.
	(comment box)	
	Priority # 2 – Social Media	DbI will ascertain the needs and invest in the technology and training required to enhance our ability to share knowledge and to use social media to connect with our members and the global community.
	(comment box)	
	Priority # 3 – Networks	DbI will support our Networks to develop competencies, share specialist knowledge and strengthen connections.
	(comment box)	

Where possible, please select/indicate how your presentation relates to the UN Sustainable Development Goals as indicated in the columns (linked with the Convention on the Rights of Persons with Disabilities) For more information, please visit the following site: **https://sustainabledevelopment.un.org/?menu=1300**	Goal 3: Good Health and Well-being	Ensure healthy lives and promote well-being for all at all ages
	Goal 4: Quality Education	Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all
	Goal 5: Gender Equality	Achieve gender equality and empower all women and girls
	Goal 8: Decent Work and Economic Growth	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
	Goal 16: Peace, Justice, and Strong Institutions	Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

I consent to having my presentation audio/video recorded and used as indicated above	Yes	No
I consent to having my picture taken and used as indicated above	Yes	No
I declare that I hold copyright to all intellectual/written/audio/ visual material presented	Yes	No
I have read the submission guidelines.	Yes	No

Sample

I am responsible for registration fee, travel and other related costs.	Yes	No
I consent to arrange and pay for a personal interpreter/intervenors/communication guides(s) if required	Yes	N/A
Please attach a headshot or photo that can be used on the conference program.		

Once completed, email this form to dbi2019info@deafblindontario.com by midnight on August 31, 2018. This form is for use of those who do not have access to internet and are submitting abstracts to the Scientific Committee by email to dbi2019info@deafblindontario.com

Sample

ACT

ACCESSIBILITY . COMMUNICATION . TECHNOLOGY

"Now is Your Time to ACT"

17th Deafblind International World Conference 2019

12-16 AUGUST 2019, SURFERS PARADISE MARRIOTT RESORT & SPA, GOLD COAST





PROGRAM BOOK

Sample

Presented by

Deafblind International DbI

Supported by

Able AUSTRALIA

#dbi2019australia
#deafblindworldconference

Deafblind International DbI

Deafblind International (DbI) represents organisations, programs and services for thousands of people who are deafblind around the globe. The organisation has evolved into a mature, broad based professional organisation. The first World Conference was held in 1962 in Shrewsbury,UK. During the 1980's, DbI initiated regional conferences in Europe. The first one was held in Brugge, Belgium in 1986. DbI membership now includes professionally active people from places as diverse as Cuba, Tanzania, Indonesia, Nepal, China and the Ukraine.

Currently DbI has a strategic plan to further develop the organisation and promote services for individuals who are deafblind. The growth and expansion of the organisation in the coming decades is limited only by the limits of our imagination.

Deafblind International Networks

DbI Networks are recognised as one of the core activities of DbI. In the constitution, one of the stated objects of DbI is to stimulate the development of networks of specialised professionals collaborating to benefit people with deafblindness and their families.

DbI Networks Coordinator – Trees van Nunen-Schrauwen - T.vanNunen@kentalis.nl

Acquired Deafblindness Network (ADBN)
CHARGE Network
Communication Network
Ibero Latin American Network
Outdoor Network
Rubella Network
Tactile Communications Network
Youth Network (DbIYN)

Adapted Physical Activity (APA) Network
Creative Arts Network
European Deafblind Network (EDBN)
Network of the Americas
Research Network
Social Haptic Network
Usher Network

The Board and Management Committee of Deafblind International wish the 17th Deafblind International World Conference in Queensland, Australia every success. We sincerely thank the Scientific Committee and Planning Committee for their extensive work on the program and conference organisation.

We wish to acknowledge and thank Able Australia as hosts of the 17th Deafblind International World Conference.

SECRETARIAT: Locked Bag 4000, Surrey Hills, Victoria, 3127, Australia
WEBSITE: www.deafblindinternational.org
TEL: +61 3 9046 0500 Fax: +61 3 9882 9210 Email: secretariat@deafblindinternational.org

DEAFBLIND INTERNATIONAL was formerly known as THE INTERNATIONAL ASSOCIATION FOR THE EDUCATION OF DEAFBLIND PEOPLE

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Welcome

Message from Deafblind International

Welcome to the **17th Deafblind International World Conference 2019 – Sharing the knowledge to ACT - "Accessibility I Communication I Technology"**

Deafblind International (DbI) represents organisations, programs and services for thousands of people who are deafblind around the globe. The organisation has evolved into a mature, broad based professional organisation. At least every two years, DBI conferences take place around the world. During conferences like this it is important to recognise that persons with deafblindness are our experts. We all have a responsibility to be generous with knowledge, share experiences and strive for new collaborations and networks.

DbI depends on its members and colleague organisations. We are deeply appreciative of our host organisation Able Australia who have made our 17th World Conference possible.

The conference theme; Accessibility, Communication and Technology (ACT) are three independent but interrelated important topics. Considered together and used in combination they provide strong support for people with deafblindness

Each of the three words "accessibility, communication and technology", have a direct relation to human rights and the UN disability convention.

With the right communication, support, accessible information and technology that enhances the environment it is possible for every person to live their life and their dream no matter how complex their disabilities.

By partnering, sharing and discussion we will achieve a better standard of research, experience, develop best practices and services in order to provide better support for the deafblind community.

We look forward to a successful conference, together we can make a difference.



Gill Morbey
Retiring DbI President



Frank Kat
Incoming DbI President

Message from Able Australia

Able Australia is honoured to be hosting the 17th Deafblind International World Conference on the 12–16 August 2019 at the Surfers Paradise Marriott Resort & Spa in Queensland, Australia. It is wonderful to see over 30 different countries represented at this event.

Deafblindness is a unique and isolating sensory disability resulting from a combination of both a hearing and vision loss or impairment, which significantly affects communication, socialisation, mobility and daily living.

Able Australia is a Not-for-Profit organisation formed in 1967 that has unique expertise in supporting people with deafblindness and multiple disabilities throughout Australia.

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This year's world conference is sure to be educational and inspirational as we showcase research, experiences and best practices that are shaping the world for those who are deafblind. As host country, Able Australia has sought to make the event as accessible as possible, so it is rewarding to see we have a large contingent of deafblind people attending this year's conference. Whether you are attending this World Conference as a person who is deafblind, a family member of someone who is deafblind, a professional or academic, there is something for everyone in this year's program.

I thank Deafblind International for giving Able Australia the opportunity to host this year's conference, I also thank both the Planning Committee and Scientific Committee for bringing this year's conference to life and finally I thank you for coming to this wonderful event. I hope you leave this conference ready to ACT!



Kate MacRae
Chief Executive Officer, Able Australia

Message from the Minister for Tourism Industry Development

It is my pleasure to welcome you to the 17th Deafblind International World Conference, held for the very first time in Queensland on the Gold Coast.

Taking place every four years, this year's conference will host hundreds of international delegates who will showcase research, experiences and best practices that are shaping the world for those who are deafblind. This year's conference theme is to 'Share the knowledge to ACT: Accessibility, Communication and Technology', and it is a privilege to be part of the global movement to empower the deafblind community through this event.

Events are vital to the Queensland economy. They promote our beautiful destinations, driving tourism visitors which supports local jobs. This event is part of Tourism and Events Queensland's It's Live! in Queensland events calendar, worth $800 million to the state's economy.

For those visiting the Gold Coast, I encourage you to explore the diverse tourism experiences on offer throughout the region, from its golden beaches and unspoilt hinterland to its world-class dining and theme parks.



The Hon Kate Jones MP
Minister for Tourism Industry Development

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Able AUSTRALIA

1300 225 369
www.ableaustralia.org.au

ABOUT **ABLE AUSTRALIA**

Established over 50 years ago, Able Australia is a diverse not-for-profit organisation offering a broad range of disability services for adults and community supports for seniors.

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WHAT WE DO

Able Australia has grown from providing support to the deafblind community into an innovative and diverse organisation with a varied service offering.

Committed to our values of trust, respect, excellence and kindness, we strive to provide the best quality care to our clients.

Our passionate staff and volunteers help those we support to reach their full potential. We currently provide services in Melbourne, Tasmania, ACT and South East Queensland.

We offer:

- **Supported Independent Living**
- **Community Participation**
- **Deafblind Services**
- **Day Programs**
- **Community Services for Seniors**
- **Support Coordination**

To learn more about Able Australia, please visit us at www.ableaustralia.org.au or contact us on 1300 225 369.

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Committees

Scientific Committee

Roxanna Spruyt-Rocks (Chair) – Canada

Bernadette Kappen (Vice Chair) – USA

Carla Anderson – Australia

Graciela Ferioli – Argentina

Akiko Fukuda – Japan

Henriette Hermann Olesen – Denmark

Meredith Prain – Australia

Sampada Schevde – India

Walter Wittich – Canada

Local Planning Committee

Kate MacRae (Chair) – Able Australia

Roxanna Spruyt-Rocks (Chair, Scientific Committee) – DeafBlind Ontario Services

Peter Batsakis – Able Australia

Gary Daly – Deafblind International Secretariat and Able Australia

Chandi Piefke – Able Australia

Meredith Prain – Able Australia

Katrina Richards – Able Australia

Dennis Witcombe – Able Australia

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Useful Information

Conference Venue

Surfers Paradise Marriott Resort & Spa

158 Ferny Avenue

Surfers Paradise, Queensland Australia

Bags and Personal Items

Please ensure you keep your bags and personal items with you at all time. Bags or personal items cannot be stored at the conference registration desk or with the conference staff at any time. Delegates who leave bags or personal items unattended do so at their own risk.

Catering

Morning/afternoon teas and lunch will be served in the exhibition area during the conference. Please see the venue staff for any special dietary needs.

Dress Code

Please dress in business or smart casual attire for the conference sessions. Session rooms are often cooler than many people find comfortable, so we recommend bringing a sweater or light jacket.

Interpreters

There will be interpreters present throughout the conference. You will recognise them easily in their black t-shirts. Platform interpreters will be provided during the plenary sessions at the conference (August, 13-16 2019). This will comprise of one Auslan Interpreter and one International platform interpreter on the main plenary stage in the Ballroom. In keeping with deafblind conferences around the world, deafblind delegates must hire and pay for their own personal interpreters.

Name Badges

Name badges must be worn at all times. Your name badge is your entry ticket to sessions and will contain your tickets to social events should tickets be required.

Photography Disclaimer

The Conference Organisers have arranged for photography onsite through the conference. The images may be used for post-conference reports, case studies, marketing collateral, social media and supplied to industry media if requested. If you do not wish for your photo to be taken, please inform a staff member at the registration desk and we will work to ensure your privacy.

Posters

Posters will be located near the exhibition area in the Garden Terrace and will be on display for the duration of the conference. Poster authors are reminded that it is their responsibility to place and remove their poster and the Conference Organisers will not be responsible for posters left behind at the conclusion of the conference.

Presentations

Where speakers have given permission, presentations will be made available on the DbI website and Able Australia website following the conference.

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Registration And Information Desk

The registration desk will be located on Level 2 of the conference venue. It will be staffed by the Conference Organisers, Iceberg Events and operational during the following hours:

Monday August 12	7.00am – 7.30pm
Tuesday August 13	8.00am – 5.30pm
Wednesday August 14	7.00am – 5.30pm
Thursday August 15	7.00am – 3.30pm
Friday August 16	7.30am – 1.30pm

Smoking Policy

The Surfers Paradise Marriott Resort & Spa is a non-smoking venue. Delegates are requested not to smoke within the building. Please ask the staff for locations of designated outdoor smoking areas.

Social Media

We encourage you to share your thoughts and experiences while at the conference, through the app or if you are on Twitter, please join the conversation using **#dbi2019australia** or **#deafblindworldconference**. Please feel free to tag DbI using **@DeafblindInt** or Able Australia using **@AbleAus**

Timing and Session Selection

Please note there is no session selection for the conference. We recommend that you arrive five minutes prior to the session you would like to attend to ensure a seat.

Trade Exhibition Area

The exhibition area and catering will be in the Garden Terrace Gallery on the Level 2 of the conference venue, and operational during the following hours:

Monday August 12	6.00pm – 8.00pm	Until conclusion of Welcome Reception
Tuesday August 13	8.00am – 3.45pm	Until conclusion of afternoon tea
Wednesday August 14	8.00am – 3.45pm	Until conclusion of afternoon tea
Thursday August 15	8.00am – 2.45pm	Until conclusion of afternoon tea
Friday August 16	8.00am – 12.15pm	Until conclusion of lunch

Volunteers

There will be volunteers present at the conference venue throughout the entire event. You will recognise them easily in their blue t-shirts. Some volunteers have Auslan experience. This is clearly marked on their t-shirt. All other volunteers will be able to help with any general assistance you may require.

WiFi

The conference venue provides complimentary wireless internet throughout the venue. To connect, search for the network 'Marriott'. A password is not required.

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Pre-Conference Workshops

Sunday August 11 & Monday August 12, 2019

Usher Network Workshop

Dates: Sunday August 11, 9.30am - 5.00pm and Monday August 12, 9.30am - 4.30pm
Location: Verandah Room, Level 2, Surfers Paradise Marriott Resort
Facilitator: Emma Boswell

We hope to share knowledge about research and best practice across countries and organisations. The Usher Network will be an ongoing group with discussions around new developments in working with people with Usher syndrome. We will use the group as a platform to share information and provide innovative new working practices.

We will achieve this by:

- collecting, discussing, communicating and disseminating new research and developments in Usher syndrome (medical and psychosocial research, legal developments)
- supporting members' requests in various countries
- ensuring that views and current best practice related to Usher syndrome is disseminated to DbI members and collected in the network
- communicating new developments in relevant magazines/ journals/newsletters, at conferences etc.
- representing the interests of people with Usher syndrome at major conferences, events and in general society.

CHARGE Network Workshop

Date: Monday August 12
Time: 8.00am - 5.00pm
Location: Hinterland Room 2, Surfers Paradise Marriott Resort
Facilitator: Dr Andrea Wanka

The CHARGE Network is an inclusive, interdisciplinary and worldwide network of Deafblind International particularly for professionals in the field of CHARGE Syndrome.

Its intention is to provide:

- an opportunity to share experiences
- resources (e.g. literature hints, website signposts/links)
- a discussion forum – with current questions/issues addressed in the form of a 'topic of the month' to structure the exchange
- support for research (e.g. naming important questions; circulating research information/requests).

In addition to providing an opportunity for sharing knowledge and expertise amongst those professionals with experience in the field, the CHARGE Network also serves as a contact point for those professionals who are new to working to support individuals with CHARGE. The CHARGE Network does not intend to replicate existing CHARGE family support group websites.

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Communication Network Workshop

Date: Monday August 12
Time: 9.00am - 5.00pm
Location: Hinterland Room 1, Surfers Paradise Marriott Resort
Facilitator: Marleen Janssen

The Communication Network Workshop was established to inspire families and professionals communicating with deafblind children and adults. The cultural languages that exist world-wide are either perceived by vision or hearing. People with acquired deafblindness have developed tactile forms for perceiving sign language and speech, but this happens after language acquisition.

For people with congenital deafblindness, who experience the world and the culture/language mainly using the bodily senses, it is therefore a big challenge to be part of linguistic activities and constructs of the culture.

Research Network Workshop

Date: Monday August 12
Time: 12.00pm - 5.00pm
Location: Terrace Room 1, Surfers Paradise Marriott Resort
Facilitator: Dr Walter Wittich

The field of deafblind-related research is relatively young. Researchers in this domain are few and we are often spread across the globe across large distances. Deafblind International is providing the infrastructure to facilitate information exchange among all stakeholders with an interest in deafblindness research.

The purpose of the Research Network is three-fold:

- First, it creates an opportunity for researchers to build networks across countries and continents, thereby facilitating collaboration and exchange of ideas.
- Second, within Deafblind International, it will be possible to facilitate Knowledge Exchange from researchers to individuals with deafblindness, clinicians, service providers, administrators, policy makers and other stakeholders.
- Third, all stakeholders will have a direct line to researchers in order to inspire and initiate research that is relevant for them, and that can make a difference in the lives of persons with combined vision and hearing loss.

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Youth Network (DbIYN) Workshop

Date: Monday August 12
Time: 9.30am - 1.00pm
Location: Terrace Room 2, Surfers Paradise Marriott Resort
Facilitator: Simon Allison

The Youth Network is open to youth who are deafblind, multi-sensory impaired or have either sight or hearing loss alongside further disabilities.

The term ‘youth’ is best understood as a period of transition from the dependence of childhood to adulthood’s independence and awareness of our interdependence as members of a community. Youth is a more fluid category than a fixed age-group.

Keynote Speakers

Day 1: Tuesday August 13, 2019 – Accessibility



Keynote panel session 1
A global focus on access
10:00am

Dr Frances Gentle
President, ICEVI

Dr Frances Gentle is President of the International Council for Education of People with Visual Impairment (ICEVI); Co-President of the South Pacific Educators in Vision Impairment (SPEVI); and Executive Member of the World Blind Union. She is a lecturer with the Royal Institute for Deaf and Blind Children's Renwick Centre (Australia) and holds conjoint positions with Macquarie University and the University of Newcastle (Australia). Frances has worked as an educator and lecturer in the field of disability in Australia and internationally during the past three decades, with specialisation in sensory impairment.



Keynote panel session 1
A global focus on access
10:00am

Isabel Amaral
Consultant/Family Member, Portugal

Isabel Amaral is a retired Professor from the School of Health of the Polytechnics Institute of Setubal in Portugal. She is involved in projects related to developing quality services and training teachers for children with congenital deafblindness and multiple disabilities including visual impairments. She has been consulting for Perkins International in several projects.



Keynote panel session 1
A global focus on access
10:00am

Dr Namita Jacob
Executive Director, Chetana Trust, India

Dr Namita Jacob is Program Director, Chetana Trust, Chennai and Director, Enability, a nonprofit company developing assistive technology solutions responsive to the needs of the developing world. She is the Asia Pacific Region, Senior Education Specialist for Perkins International, Perkins School for the Blind, USA. She designs and develops services at the community level, within hospitals, schools and orphanages across Asia and the Middle East and helped establish some of the earliest comprehensive services for children with complex sensory impairment in India. Her work includes guiding research, creating teacher development programs and resources for individuals with disabilities, their families and professionals who serve them.



Keynote panel session 1
A global focus on access
10:00am

Maria Aparecida Nina Cormedi
Director, Comunicatividade.com, Brazil

Maria was a clinical and educational speech therapist for 35 years with people with deafblindness and multiple disabilities. She also worked as Educational Consultant for Latin America and the Caribbean by Perkins International, and was a university professor in Brazil for 15 years. Currently, Maria is the tutor of a specialization course on inclusive education and multiple disabilities and consults on inclusive education and alternative communication. She is the proprietary director of Comunicatividade.com. Maria's education includes a Post PhD in Education, Art and Culture, a PhD in Education and a Master in Developmental Disorders, Specialization in Deafness and Visual Impairment.

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Keynote panel session 1
A global focus on access
10:00am

Christopher Woodfill

Associate Executive Director, Helen Keller National Center, United States of America

Chris is DeafBlind with Usher Syndrome type 1. He has worked at Helen Keller National Center for seven years and has been its Associate Executive Director for five. He is currently serving a second term as the North American region representative for the World Federation of the DeafBlind. He served on the board of American Association of the DeafBlind for almost a decade until last year. He is one of the administrators of the DeafBlind Thoughts, a Facebook group open to only the DeafBlind. Before working at Helen Keller National Center, he worked for thirteen years as a high school teacher at Wisconsin School for the Deaf. He also worked for three years as English as Second Language instructor at Gallaudet University. Chris holds a Master's degree in Latin American Studies from the George Washington University and a Master degree in Bilingual-Bicultural Deaf Education from McDaniel College.

Day 2: Wednesday August 14, 2019 – Communication



Keynote panel session 2
The interplay between communication and emotion
8:30am

Linda Hagood

Washington State School for the Blind, United States of America

Linda Hagood works as a speech language pathologist at Washington State School for the Blind and is a doctoral student in educational leadership attending Portland State University. Since obtaining her Master's degree in Speech Communication in 1985 from the University of Texas at Austin, she has provided both direct and consultative services to support children and adolescents at schools for the blind, public schools, and in private practice. She has developed specialized skills in the areas of autism and visual impairment, and is pursuing research on interventions to support social communication with this population. Linda is the author of two communication guides for teachers of students with visual and multiple impairments, both published through Texas School for the Blind and Visually Impaired. She frequently presents her work at professional conferences nationally and internationally, and teaches an online course for Perkins School for the Blind on the topic of autism and visual impairment.

Sample



Keynote panel session 2
The interplay between communication and emotion
8:30am

Jacqui Martin

COO & Senior Consultant, Langley Group, Australia

Jacqui Martin is a dynamic facilitator, consultant, and communicator, with extensive experience across education, government and corporate clients. Senior executive roles in government and higher education have equipped Jacqui with the experience and understanding necessary to work with complex, multi-layered, and sensitive organisations. Jacqui has been recognised with awards for brand, engagement, and communications initiatives. She holds a Bachelor of Education and a Master of Education from the University of Tasmania, and has completed the Company Directors accreditation course. She is a past Member of the Committee of Management for the Change Management Institute of Australia (Victorian chapter), and past Deputy Chair and Board Member of Engagement Australia (for Universities and Community Engagement). Jacqui is also a master trainer in Strengths Profile and is accredited in MSCEIT and i4 Neuroleader.



Keynote panel session 2
The interplay between communication and emotion
8:30am

Atsushi Mori

Board Member, Tokyo Friendship Society of the Deafblind, International Cooperation Committee Member, Japan Deafblind Association, Japan

Atsushi Mori is 27 years old and deafblind since birth. Currently, he is pursuing graduate studies at Tsukuba University of Technology, majoring in Information and Communication Accessibility. His communication methods include tactile sign language, Finger-Braille and Communication Board.

Atsushi's dream is to contribute to planning and building a secure and comfortable living environment for persons with deafblindness in Japan.



Keynote panel session 2
The interplay between communication and emotion
8:30am

Heather Lawson

Former President, Deafblind Australia & Member, Deafblind Victorians, Australia

Heather Lawson has Usher Syndrome Type 1 and communicates through tactile Auslan and braille. She works as a voluntary deafblind advocate, mentor and trainer, and was employed by Able Australia on the Deafblind Orientation and Mobility Project as an expert adviser. Heather is one of the founding members of Deafblind Victoria, a state based self-advocacy group. She has done as community educator to various fields over many years. Heather is currently the president of the Deafblind Australia.

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Day 3: Thursday August 15, 2019 - Technology



Keynote panel session 3
Inclusive, innovative technology: a strategy, tactic and operational perspective of technology and deafblindness
8:30am

Christopher Woodfill

Associate Executive Director, Helen Keller National Center, United States of America

Chris is DeafBlind with Usher Syndrome type 1. He has worked at Helen Keller National Center for seven years and has been its Associate Executive Director for five. He is currently serving a second term as the North American region representative for the World Federation of the DeafBlind. He served on the board of American Association of the DeafBlind for almost a decade until last year. He is one of the administrators of the DeafBlind Thoughts, a Facebook group open to only the DeafBlind. Before working at Helen Keller National Center, he worked for thirteen years as a high school teacher at Wisconsin School for the Deaf. He also worked for three years as English as Second Language instructor at Gallaudet University. Chris holds a Master's degree in Latin American Studies from the George Washington University and a Master degree in Bilingual-Bicultural Deaf Education from McDaniel College.



Keynote panel session 3
Inclusive, innovative technology: a strategy, tactic and operational perspective of technology and deafblindness
8:30am

Wayne Hawkins

Disability Policy Advisor, Australian Communications Consumer Action Network, Australia

Wayne Hawkins is Director of Inclusion with the Australian Communications Consumer Action Network (ACCAN).joined ACCAN in 2010 as Disability Policy Advisor, and has led ACCAN's work on telecommunications access for consumers with disability, telecommunications affordability and emergency services.

Prior to joining ACCAN Wayne was National Policy officer with Blind Citizens Australia. Wayne is a doctoral candidate at Sydney University researching Australian telecommunications and disability policies. He has a Master in Public Policy from Sydney University and a Bachelors of Business Administration from City University of New York. Wayne has been blind since 2005 as a result of Retinitis Pigmentosa.



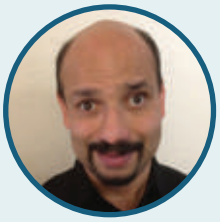
Keynote panel session 3
Inclusive, innovative technology: a strategy, tactic and operational perspective of technology and deafblindness
8:30am

Greg Alchin

Inclusive Design Consultant, All Equal, Australia

Greg Alchin is an award-winning inclusive design consultant, author, educator and speaker with over 30 years' experience across education, community, commercial and government contexts. This rich and diverse experience enables Greg to translate and apply invaluable insights from one context to another. Greg's own visual impairment as well as his industry certification by Apple, Microsoft and the International Association of Accessibility Professionals, combined with his post graduate studies in accessibility, enable him to speak with authenticity and authority.

Greg's recent work has seen him collaborate with the United Nations, Centre for Inclusive Design, Assistive Technology Industry Association, Royal Institute for Deaf and Blind Children, Royal Society for the Blind, Audit Office of NSW, Australian Publishing Association, as well as educational institutions across Australia.



Keynote panel session 3
Inclusive, innovative technology: a strategy, tactic and operational perspective of technology and deafblindness
8:30am

Anindya Bhattacharyya

Bapin Group, United States of America

Anindya is totally deafblind and currently works as Coordinator of the National Outreach Technology Development and Training Program at the Helen Keller National Center (HKNC).

Anindya is CEO of Bapin Group, LLC, which provides digital products to customers with a variety of backgrounds, as well as to educational and government establishments. He is a member of the Coalition of Organizations for Accessible Technology (COAT) and previously served on the Equipment Program Advisory Committee (EPAC) under Deaf and Disabled Telecommunications Program (DDTP) in California.

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Day 1: Tuesday August 13, 2019

Time	Session	Room
8:00 AM to 5:30 PM	Registration desk open	
9:00 AM to 9:30 AM	Official conference opening Welcome to Country Kate MacRae, CEO, Able Australia and Chair of Planning Committee Frank Kat, President, Deafblind International Roxanna Spruyt-Rocks, Chair of Scientific Committee, Deafblind International Paul de Jersey AC QC, Governor of Queensland	Marriott Ballroom
9:30 AM to 10:00 AM	Poster viewing – Accessibility (morning tea) Proudly sponsored by 5G Networks	Exhibition area
10:00 AM to 11:30 AM	Keynote panel session 1 A global focus on access Presentation stream: Accessibility Accessibility is a quality of life and human rights issue. The accessibility panel will focus on elements that create accessibility for individuals to access the community, educational opportunities, recreation, the environment and positive interactions with family and friends. Panel Moderator Dr Frances Gentle, President, ICEVI Keynote speaker Isabel Amaral, Consultant/Family Member, Portugal Panel members Dr Namita Jacob, Executive Director, Chetana Trust, India Maria Aparecida Nina Cormedi, Director, Comunicatividade.com, Brazil Christopher Woodfill, Associate Exectuive Director, Helen Keller National Center, United States of America	Marriott Ballroom
11:30 AM to 11:45 AM	Delegates move to concurrent sessions	
11:45 AM to 12:30 PM	Concurrent session 1 Presentation stream: Accessibility Concurrent session 1A: Enhancing accessibility to education through curriculum adaptation for students with deafblindness Srinivasan Prasannan, Assistant Manager - Training, Sense International India Concurrent session 1B: Art therapy with individuals who are deafblind Emily Walters, Creative Arts Therapist Coordinator, Able Australia Concurrent session 1C: Accessibility for people with deafblindness when getting medical services Dr Nobuyuki Takahashi, The President, Japan Federation of the Deafblind Concurrent session 1D: Appropriate age-related services for seniors with dual sensory loss Marta Zaharia, Seniors Coordinator, Canadian Helen Keller Centre Alexa Hawley, Intervenor, Canadian Helen Keller Centre	Wainbah Room Elston Room Verandah Room Hinterland Room 1

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	Concurrent session 1E: Quilting family stories Yvette Gallegos Graciela Ferioli Dr Namita Jacob, Executive Director, Chetana Trust	Hinterland Room 2
12:30 PM to 1:30 PM	Poster presentations – Accessibility (lunch)	Exhibition area
1:30 PM to 2:15 PM	Concurrent session 2 Presentation stream: Accessibility	
	Concurrent session 2A: Educational practices that facilitate learning for children with Md & Db Prof Maria Elena Nassif, Educator, Instituto Helen Keller	Wainbah Room
	Concurrent session 2B: Positive touch access: increasing access for young learners who are deafblind Susanne Morrow, New York Deaf-Blind Collaborative	Elston Room
	Concurrent session 2C: Touching the sound Amy Di Nino, Neurologic Music Therapist/Registered Psychotherapist, ADD Music Wellness	Verandah Room
	Concurrent session 2D: Bringing accessibility solutions to our homes and communities for today and tomorrow Lorraine Simpson, Director, Residential Services, DeafBlind Ontario Services Angela Brown, Facilitator of Training, DeafBlind Ontario Services	Hinterland Room 1
	Concurrent session 2E: Lead: Learn. Empower. Achieve. Develop. Enhancing skills through leadership development. Alyssa Young, Director of Human Resources, DeafBlind Ontario Services Kelly Patterson, Manager of Client Services & Specialized Training, DeafBlind Ontario Services	Hinterland Room 2
	Concurrent session 2F: Act possibilities of supportive physical contexts Mirko Baur, CEO, Tanne, Swiss Foundation for the Deafblind	Terrace Room 1
2:15 PM to 2:30 PM	Delegates move to concurrent sessions	
2:30 PM to 3:15 PM	Concurrent session 3 Presentation stream: Accessibility	
	Concurrent session 3A: When other sensory functions are affected in people with deafblindness Inger Marie Storaas, Senior Adviser, Statped Dr Jude Nicholas, Clinical Neuropsychologist, Statped Norway	Wainbah Room
	Concurrent session 3B: Training as a key to access successful inclusive practices Maria Aparecida Cormedi, Director, Comunicatividade.com Graciela Ferioli Marianna Galli	Elston Room
	Concurrent session 3C: Life strategies and facilitating factors when having deafblindness due to Usher Syndrome Type 2a Dr Moa Wahlqvist, Swedish National Resource Center for Deafblindness, Audiological Research Center, Örebro University Hospital, Swedish Institute for Disability Research, Örebro University A/Prof Agneta Anderzén-Carlsson, Research Supervisor, University Health Care Research Center, Faculty of Health and Medicine, Orebro University	Verandah Room

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	Concurrent session 3D: …Is there anybody out there? Sonja van de Molengraft, Directrice, CRESAM - National Resource Center for Deafblind Hugues Allonneau, Conseiller-Référent-Formateur, CRESAM - National Resource Center for Deafblind Guillaume Ferron, Conseiller-Référent-Formateur, CRESAM - National Resource Center for Deafblind	Hinterland Room 1
	Concurrent session 3E: Communication and accessibility impacted of our children's current life and their future Dede Supriyanto, Indonesian Ministry of Education and Culture – Center of Development and Empowerment of Tachers and Other Educational Personnel	Hinterland Room 2
	Concurrent session 3F: Why so few words? Sandy Joint, Director, Bencluster	Terrace Room 1
	Concurrent session 3G: Nicaragua: attainable and meaningful accessibility Tracey Veldhuis, Manager, Community Services, DeafBlind Ontario Services Melanie Gauthier, Provincial Programs Manager, Canadian Helen Keller Centre	Terrace Room 2
3:15 PM to 3:45 PM	Poster viewing – Accessibility (afternoon tea)	Exhibition area
3:45 PM to 4:00 PM	Delegates move to concurrent sessions	
4:00 PM to 4:45 PM	Concurrent session 4 Presentation stream: Accessibility	
	Concurrent session 4A: The Deafblind Team Model: a collaborative partnership to act and meet complex student needs Dr Michelle Schmidt, Director of Instruction, School District No. 36 Rachel Kavanagh, Deafblind Intervenor, Surrey School District	Wainbah Room
	Concurrent session 4B: Mentoring deafblind employees Christopher Woodfill, Associate Executive Director, Helen Keller National Center	Elston Room
	Concurrent session 4C: Bertolt Brecht and deafblind theatre Simon Allison, Sense/Deafblind International Youth Network	Verandah Room
	Concurrent session 4D: How can we increase accessibility through special educational investigations? Annica Boström, Adviser, The National Agency for Special Needs Education and Schools Berit Rönnåsen, Special Counsellor, The National Agency for Special Needs Education and Schools	Hinterland Room 1
	Concurrent session 4E: Persons with deafblindness living with Charles Bonnet Syndrome Line Hovland, Advisor, Eikholt National Resource Centre for the Deafblind	Hinterland Room 2
	Concurrent session 4F: Canadian Helen Keller: a model for accessible services Melanie Gauthier, Provincial Programs Manager, Canadian Helen Keller Center	Terrace Room 1
	Concurrent session 4G: Deafblind Centre of Excellence in Australia: supporting service excellence Carla Anderson, National Director Centre of Excellence Deafblind, Able Australia Kate MacRae, CEO, Able Australia	Terrace Room 2
5:00 PM to 5:30 PM	Poster viewing only – Accessibility	Exhibition area

Sample

5:30 PM to 6:30 PM	**Dbl Network Meetings** Network of the Americas Adaptive Physical Activities Research Network	 Hinterland Room 1 Hinterland Room 2 Terrace Room 1

Program is correct at time of printing. Refer to http://dbiaustralia2019.com.au for the current program.

Sample

Day 2: Wednesday August 14, 2019

Time	Session	Room
7:00 AM to 5:30 PM	Registration desk open	
7:00 AM to 5:30 PM	Housekeeping and daily announcements	Marriott Ballroom
8:30 AM to 10:00 AM	Keynote panel session 2 The interplay between communication and emotion Presentation stream: Communication Communication explores how the senses impact communication. The communication panel will focus on receiving and expressing emotions in a tactile way, emotionally intelligent communication, as well as mindfulness and emotional regulation for individuals who are deafblind. Panel Moderator Linda Hagood, Washington State School for the Blind, United States of America Keynote speaker Jacqui Martin, COO & Senior Consultant, Langley Group, Australia Panel members Atsushi Mori, Board Member, Tokyo Friendship Society of the Deafblind, International Cooperation Committee Member, Japan Deafblind Association, Japan Heather Lawson, Former President, Deafblind Australia & Member, Deafblind Victorians, Australia	Marriott Ballroom
10:00 AM to 10:30 AM	Poster viewing – Communication (morning tea)	Exhibition area
10:30 AM to 11:15 AM	Concurrent session 5 Presentation stream: Communication Concurrent session 5A: Tell it! Supporting bodily-tactile communication, language and self-determination. Dr Saskia Damen, Assistant Professor, University of Groningen Concurrent session 5B: Theory-of-mind in individuals with acquired deafblindness is affected by social relations Hans-Erik Frölander, Psychologist, The National Agency for Special Needs Education and Schools Concurrent session 5C: 'Adapted' sign communication Holly Floyd, Manager of Training and Consultations, Sensity Deafblind and Sensory Support Network of Canada Concurrent session 5D: What happened to the fastest finger speller in the world? Dr Annmaree Watharow, PhD Student, University of Technology Sydney Concurrent session 5E: Researching tactile signed conversations Dr Meredith Bartlett, Interpreter Educator & Researcher, Monash University	 Wainbah Room Elston Room Verandah Room Hinterland Room 1 Hinterland Room 2
11:15 AM to 11:30 AM	Delegates move to concurrent sessions	

Sample

11:30 AM to 12:15PM	Concurrent session 6 Presentation stream: Communication	
	Concurrent session 6A: How we all learn: the brain, the body & communication Mark Campano, Statewide Coordinator, Delaware Program for Children with Deaf-Blindness & CEO, Differently Abled Communications LLC	Wainbah Room
	Concurrent session 6B: Multi-party communication to support and develop tactile conversations about emotions and sexuality Jessica Jägryd, Adviser, The National Agency for Special Needs Education and Schools Sofi Malmgren, Adviser, The National Agency for Special Needs Education and Schools	Elston Room
	Concurrent session 6C: Using videoanalysis to enhance communication between parents and children with deafblindness Arancha Arregui Gómez, Teacher, ONCE	Verandah Room
	Concurrent session 6D: Evaluation of the system of least prompts to teach symbol use to children who are deafblind Chevonne Sutter, Project Director, Reno & Nevada Dual Sensory Impairment Project, Univeristy of Nevada Prof MaryAnn Demchak, Reno & Nevada Dual Sensory Impairment Project, University of Nevada	Hinterland Room 1
	Concurrent session 6E: Implementation of a PhD study into daily practice: a SWOT analysis Kirsten Wolthuis, PhD Student, University of Groningen	Hinterland Room 2
	Concurrent session 6F: Building communication between deafblind students through adapted physical activity/apa Mads Kopperholdt, Teacher, Center for Deafblind and Hearingloss	Terrace Room 1
	Concurrent session 6G: Feel the circus! How circus and theater can help with meaningful communication Cindy Niekerk, Care Specialist, Bartimeus	Terrace Room 2
12:15 PM to 1:30 PM	Poster presentations – Communication (lunch)	Exhibition area
1:30 PM to 2:15 PM	Concurrent session 7 Presentation stream: Communication	
	Concurrent session 7A: Understanding cognition through communication: introducing the tactile working memory scale Trees van Nunen-Schrauwen, Psychologist, Royal Dutch Kentalis Dr Jude Nicholas, Clinical Neuropsychologist, Statped Norway	Wainbah Room
	Concurrent session 7B: Go outside, communicate and learn! Lieke van Buuren, Teacher, Royal Dutch Kentalis Miriam Princée, Teacher at Rafael, School for the Deaf-Blind, Royal Dutch Kentalis	Elston Room
	Concurrent session 7C: Giving access to a cultural language Caroline Lindström, Special Educator, Mo Gård	Verandah Room
	Concurrent session 7D: Dying with dignity Maede Martha Mueller, Rehabilitation Teacher, SNAB Deafblind Switzerland Tina Aeschbach, Head of the Competence Centre for Acquired Deafblindness, SNAB Specialist Centre for Deafblindness	Hinterland Room 1
	Concurrent session 7E: Promoting accessibility through psychological assessment Maria Creutz, Senior Adviser, Nordic Welfare Center	Hinterland Room 2

Sample

	Vuokko Einarsson, Licensed Psychologist, The National Agency for Special Needs Education and Schools **Concurrent session 7F: How to act with arousal in mind** Lone Rømer Jensen, Pedagogue, Center for Deafblind and Hearingloss **Concurrent session 7G: Diagnosis of adults with Usher Syndrome** Emma Boswell, Manager, Usher Service, Sense UK	 Terrace Room 1 Terrace Room 2
2:15 PM to 2:30 PM	Delegates move to concurrent sessions	
2:30 PM to 3:15 PM	Concurrent session 8 Presentation stream: Communication **Concurrent session 8A: Enhancing learning and cognitive potentials in people with deafblindness** Annika Maria Johannessen, Senior Adviser, Statped Norway Dr Jude Nicholas, Clinical Neuropsychologist, Statped Norway **Concurrent session 8B: Social-haptic communication in Australia** Dennis Adrian Witcombe, Interpreter, Able Australia **Concurrent session 8C: Using extracurricular activities to enhance** communication and social skills for inclusive education Anuradha Mungi, Educational Specialist, Perkins India **Concurrent session 8D: Suggestions based on the work of David Katz for a 'touch-based pedagogy'** A/Prof Kirsten Costain, Senior Advisor, Unit for Combined Visual and Hearing Loss and Deafblindness **Concurrent session 8E: The Swedish National Resource Center for Deafblindness research overview** Dr Moa Wahlqvist, Swedish National Resource Center for Deafblindness, Audiological Research Center Örebro University Hospital, Swedish Institute for Disability Research, Örebro University	 Wainbah Room Elston Room Verandah Room Hinterland Room 1 Hinterland Room 2
3:15 PM to 3:45 PM	Poster viewing – Communication (afternoon tea)	Exhibition area
3:45 PM to 5:00 PM	Research Forum **Facilitator** Dr Walter Wittich, Assistant Professor, School of Optometry, University of Montreal, Adjunct Professor, School of Physical and Occupational Therapy, McGill University **Improving access to hearing services for low-vision rehabilitation clients** A/Prof Bamini Gopinath, University of Sydney **Teaching nursing students to address the spiritual/existential needs of deaf/deaf-blind patients** A/Prof Kirsten Tornøe, Associate Professor in Nursing (PhD), Lovisenberg Diaconal University College Daniel Prause, Doctoral Student, Signo Conrad Svendsen Center and Norwegian School of Theology, Religion and Society **Impact through income generation activity in the lives of persons with deafblindness in India** Reflino Fernandes, Programme Manager, Sense International India **Supporting communication during shared reading: results from a national study** Dr Christopher Brum, Assistant Professor, San Diego State University	Marriott Ballroom

Sample

5:00 PM to 5:30 PM	Poster viewing only – Communication	Exhibition area
5:30 PM to 6:30 PM	**Dbl Network Meetings** Usher Network Communication Network CHARGE Network Youth Network (DblYN)	 Verandah Room Hinterland Room 1 Hinterland Room 2 Terrace Room 2

Program is correct at time of printing. Refer to http://dbiaustralia2019.com.au for the current program.

Sample

Perkins SCHOOL FOR THE BLIND INTERNATIONAL

NEW!

Foundations 2.0

Education of learners with multiple disabilities and sensory loss

Foundations 2.0 offers a blended learning approach, easily adaptable for in-person training, online learning or a combined in-person/online blended training model.

NEW video featuring real-life classroom and community-based scenarios and student-teacher interactions that help participants learn key concepts in teaching children with multiple disabilities.





NEW video lectures from experts in the field provide a rich opportunity for participants to learn. Participants can now watch multiple times for greater understanding and internalization.

NEW online learning platform to help support the blended learning approach. Now participants can read, watch, and do their work online.



Sample

For more information, visit **Perkins.org/Foundations**

Day 3: Thursday August 15, 2019

Time	Session	Room
7:00 AM to 3:30 PM	Registration desk open	
8:00 AM to 8:30 AM	Housekeeping and daily announcements	Marriott Ballroom
8:30 AM to 10:00 AM	Keynote panel session 3 **Inclusive, innovative technology: a strategy, tactic and operational perspective of technology and deafblindness** Presentation stream: Technology The Technology panel will explore the present, adaptations and possibilities of inclusive technology. The audience will be engaged and participate interactively in their session. **Panel moderator** Christopher Woodfill, Associate Exectuive Director, Helen Keller National Center, United States of America **Panel members** Wayne Hawkins, Disability Policy Advisor, Australian Communications Consumer Action Network, Australia Greg Alchin, Inclusive Design Consultant, All Equal, Australia Anindya Bhattacharyya, Bapin Group, United States of America	Marriott Ballroom
10:00 AM to 10:30 AM	Poster viewing – Technology (morning tea)	Exhibition area
10:30 AM to 11:15 AM	Concurrent session 9 Presentation stream: Technology **Concurrent session 9A: Dual sensory loss and assistive technology use in the Canadian Longitudinal Study On Aging** Prof Walter Wittich, Assistant Professor, Sch5ool of Optometry, University of Montreal, Adjunct Professor, School of Physical and Occupational Therapy, McGill University **Concurrent session 9B: Video feedback intervention: how do you do it?** Dr Saskia Damen, Assistant Professor, University of Groningen Dr Marga Martens, Researcher, Kentalis Kathelijn Donders, Consultant, Royal Dutch Kentalis Meredith Prain, Deafblind Consultant, Able Australia **Concurrent session 9C: Applying for intervenor services: a web based approach** Cathy Proll, Chief Executive Officer, Sensity - Deafblind and Sensory Support Network of Canada Jennifer Robbins, Executive Director, Canadian Helen Keller Centre **Concurrent session 9D: Technology as complementary communication tool** Catrin Andersson, Adviser, The National Agency for Special Needs Education and Schools **Concurrent session 9E: Creating and tracking student growth through the development of local capacity around the child** Mark Campano, Statewide Coordinator, Delaware Program for Children with Deaf-Blindness & CEO, Differently Abled Communications LLC	 Wainbah Room Elston Room Verandah Room Hinterland Room 1 Hinterland Room 2

Sample

	Concurrent session 9F: My life story about overcoming communication challenges as a deafblind person Carleeta Manser	Terrace Room 1
	Concurrent session 9F: Educational inclusion university case study of a student with deafblindness Miriam Gallegos Navas, Master in Special Education Director - Salesian Polytechnic University, CBM	Terrace Room 2
11:15 AM to 11:30 AM	Delegates move to concurrent sessions	
11:30 AM to 12:15 PM	Concurrent session 10 Presentation stream: Technology	
	Concurrent session 10A: Communication assistance devices for persons with deafblindness using iPhones: close to the goal? Sylvie Cantin, Planning, Programming and Research Officer, Institut Nazareth et Louis-Braille du CISSS de la Montérégie-Centre Prof Walter Wittich, Assistant Professor, School of Optometry, University of Montreal, Adjunct Professor, School of Physical and Occupational Therapy, McGill University	Wainbah Room
	Concurrent session 10B: Eye gaze technology: more than meets the eye! Wendy Buckley, AT Specialist/Teacher, Perkins School for the Blind	Elston Room
	Concurrent session 10C: Converting vibrotactile information in daily practice of people with deafblindness Eric van Heuvelen, Assistive Technology Specialist, Bartimeus	Verandah Room
	Concurrent session 10D: Overview of interventions using video feedback with people who are congenitally deafblind Dr Saskia Damen, Assistant Professor, University of Groningen Dr Marga Martens, Researcher, Kentalis Meredith Prain, Deafblind Consultant, Able Australia	Hinterland Room 1
	Concurrent session 10E: Hapticomm: deafblind haptic communicator Sven Topp, Researcher, HaptiComm	Hinterland Room 2
	Concurrent session 10F: Communication device for deafblind persons Lara Gontijo de Castro Souza, Social Educator, FENEIS	Terrace Room 1
12:15 PM to 1:30 PM	Poster Presentations – Technology (Lunch)	Exhibition area
1:30 PM to 2:15 PM	Concurrent session 11 Presentation stream: Technology	
	Concurrent session 11A: Meditation and haptics Melissa Evans, Deafblind Consultant, Senses Australia	Wainbah Room
	Concurrent session 11B: How technology and communication styles have improved my life Clair Josling	Elston Room
	Concurrent session 11C: Codesign of a national deafblind information hub with and for people with deafblindness Karen Wickham, Deafblind Consultant, Senses Australia	Verandah Room
	Concurrent session 11D: Effectiveness of a new modality of face-to-face and distance communication in deafblindness Prof Claude Vincent, Rehabilitation Department, Université Laval	Hinterland Room 1
	Concurrent session 11E: Web accessibility best practices for people with deafblindness Dr Andrew Arch, Senior Digital Accessibility Consulant, Intopia	Hinterland Room 2

Sample

	Concurrent session 11F: Creating inclusive accessible community groups David Hamilton, Intervenor Services Coordinator, Sensity - Deafblind and Sensory Support Network of Canada (formerly CDBA Ontario)	Terrace Room 1
2:15 PM to 2:45 PM	Poster viewing – Technology (afternoon tea)	Exhibition area
2:45 PM to 6:30 PM	*Free time*	
6:30 PM to 11:00 PM	Conference Dinner Dress code: after five attire If you purchased a ticket to attend, this will be located in the back of your name badge. Visit the registration desk for information and to check availability of tickets.	Marriott Ballroom

Program is correct at time of printing. Refer to http://dbiaustralia2019.com.au for the current program.

Sample

Day 4: Friday August 16, 2019

Time	Session	Room
7:30 AM to 1:30 PM	Registration desk open	
8:30 AM to 8:45 AM	Housekeeping and daily announcements	
8:45 AM to 9:30 AM	**Family Forum** **Facilitator** Dr Walter Wittich, Assistant Professor, School of Optometry, University of Montreal, Adjunct Professor, School of Physical and Occupational Therapy, McGill University **Access for success: comparative experiences of deaf-blind and sighted-hearing university students** Ly Ly Lim, Doctoral Researcher, University of Technology Sydney Dr Annmaree Watharow, PhD Student, University of Technology Sydney **Parents of young adults with deafblindess describe their children's health behaviors: then and now** MaryAnn Demchak, University of Nevada, Reno The experience of family life when one parent has deafblindness: from the perspective of the partner A/Prof Agneta Anderzén Carlsson, Research Supervisor, University Health Care Research Center, Faculty of Health and Medicine, Orebro University **Support needs of families involving a parent with Usher II** Dr Saskia Damen, Assistant Professor, University of Groningen Ilse van Zadelhoff	Marriott Ballroom
9:30 AM to 10:00 AM	**Poster Presentations – ACT (morning tea)** A – Accessibility C – Communication T - Technology	Exhibition area
10:00 AM to 11:00 AM	**WFDB (World Federation of Deafblind) Global Report on Deafblindness** **At risk of exclusion from CRPD and SDGs implementation: Inequality and Persons with Deafblindness** Geir Jensen, President of WFDB Alison Marshall, Director, Sense International (as responder to Geir Jensen) The first-ever global report on deafblindness brings together quantitative and qualitative data on the prevalence of deafblindness across the world and examines how persons with deafblindness are poorer, less likely to be in education or employment, and more likely to be socially isolated, showing how people with deafblindness are being 'left behind', contrary to the SDGs and the CRPD. As a counter-point Sense International will share examples of practical interventions which are enabling the rights of people with deafblindness to be realised. The report makes recommendations to governments and will be presented as a tool for advocacy by DbI members.	Marriott Ballroom
11:00 AM to 11:30 AM	**Closing ceremony**	Marriott Ballroom
11:30 AM to 12:15 PM	**Lunch**	Exhibition area
12:30 PM to 5:00 PM	**Half-day social activity: Currumbin Wildlife Sanctuary Visit** **Meeting time:** 12:15 PM for 12:30 PM departure **Meeting point:** Lobby, Surfers Paradise Marriott Resort If you purchased a ticket to attend, this will be located in the back of your name badge. Visit the registration desk for information and to check availability of tickets.	Lobby, Surfers Paradise Marriott Resort

Sample

Audience engagement app

Have your say with Mentimeter

In the spirit of embracing technology, we'll be making use of Mentimeter, a tool that allows for real-time feedback while you're watching a presentation. This technology will be made available in a selection of sessions at the conference. Ask questions, take a poll or provide feedback, using this interactive, engaging and fun tool at the Dbl Conference.



Sample



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Social Functions

Welcome Reception

Date: Monday August 12

Time: 6.00pm - 8.00pm

Location: Garden Terrace, Level 2,
Surfers Paradise Marriott Resort

Dress code: Smart casual

Tickets: One ticket is included in full conference registration. Additional tickets may be purchased for guests and day delegates for $AUD80 per person. If you do not have a ticket and would like to attend, please see Conference Organisers at the registration desk for ticket availability.



Relax, mingle, catch up with friends and colleagues, enjoying canapés and a selection of beverages.

The Welcome Reception is proudly sponsored by

community sector banking

Conference Dinner

Date: Thursday August 15

Time: 6.30pm - 11.00pm

Location: Ballroom, Level 2,
Surfers Paradise Marriott Resort

Dress code: After five attire

Tickets: The Conference Dinner ticket is not included in registration. Tickets may be purchased for $AUD150 per person. If you do not have a ticket and would like to attend, please see Conference Organisers at the registration desk for ticket availability.



The 17th Deafblind International World Conference Dinner is the place for conference attendees to mingle and enjoy the featured entertainment while partaking in canapés on arrival followed by a delicious two-course meal. This is a night when you can relax and catch up with old friends and colleagues from around the world. The dinner is a must for all delegates and our trade partners who are part of the 17th Deafblind International World Conference.

Sample

Optional Currumbin Wildlife Sanctuary Visit

Date: Friday August 16

Time: 12.30pm – 5.00pm

Meeting time: 12.15pm (bus departs promptly at 12.30pm)

Meeting point: Foyer of Surfers Paradise Marriott Resort

Location: Currumbin Wildlife Sanctuary



Cost: $AUD100 for conference delegates, $AUD20 for personal interpreters/aides when attending this activity with the delegate they are supporting. If you do not have a ticket and would like to attend, please see Conference Organisers at the registration desk for ticket availability.

Includes: Entry to the Currumbin Wildlife Sanctuary and guided tour, return coach transport and afternoon tea

Transport: Due to the location, all attendees must travel to the Currumbin Wildlife Sanctuary by the bus provided. Attendees will return to Surfers Paradise Marriott by bus and arrive back by 5.00pm.

Dress code: Casual - comfortable footwear and casual clothes are recommended.

For only $AUD100 per person you will enjoy a half-day of activities including a walk through a crocodile enclosure and kangaroo paddock, plus much more – all led by a professional guide. The price includes transport to and from the venue and afternoon tea.

Sample



Posters

Accessibility - Tuesday August 13, 2019

1. Feneis of Minas Gerais: support for persons with deafblindness in Brazil
Lara Gontijo de Castro Souza, Social Educator, FENEIS
Eleniudes dos Santos Silva

2. Open your eyes and ears to age-related dual sensory loss (Adsl)
Renu Minhas, Coordinator, Client Services & Research, DeafBlind Ontario Services

3. Developing educational services for children with deafblindness in Thailand
Siriporn Tantaopas, Teacher, Northern Region School for the Blind
Dr Pramuan Ploykamonchun, Director, Northern Region School for the Blind

4. Project +Plus
Kent Hedesstrom, Communicative Teacher, Deafblind Team Gothenburg
Gabriella Gloria, Occupational Therapist, DeafBlindTeam VGregion Sweden

5. Orientation and mobility: walking in the shoes of other's
Maede Martha Mueller, Rehabilitation Teacher, SNAB Deafblind Switzerland

6. Educational practices that facilitate learning for children with Md & Db
Prof Maria Elena Nassif, Educator, Instituto Helen Keller
Graciela Ferioli
Marianna Galli

7. Sexuality and deafblindness: breaking down barriers by initiating dialogue
Melanie Gauthier, Provincial Programs Manager, Canadian Helen Keller Center

8. Collabaration of agencies to bridge services between home and school for children with deafblindness
Sheila McIntosh, Teacher of Students with Deafblindness, Provincial Outreach Program for Students with Deafblindness
Theresa Tancock, Family Services Coordinator, Canadian Deafblind Association - BC Chapter (CDBA-BC)

9. Mission accomplished?! Tailor made training in Burkina Faso.
Trees van Nunen-Schrauwen, Psychologist, Royal Dutch Kentalis
Heleen Reedijk, Project Manager, Kentalis International
Therese Kafando

10. Health and family climate in families where one parent has deafblindness
A/Prof Agneta Anderzén-Carlsson, Research Supervisor, University Health Care Research Center, Faculty of Health and Medicine, Orebro University

Sample

Posters are correct at time of printing. Refer to http://dbiaustralia2019.com.au for current poster listing.

Communication - Wednesday August 14, 2019

11. Pattern of conectedness: interactional analysis in the context of charge syndrome
Andrea Wanka, Stiftung st. franziskus heiligenbronn

12. Tactile language development
Maria Creutz, Senior Adviser, Nordic Welfare Center
Jenny Näslund, Adviser, The National Agency for Special Needs Education and Schools

13. Tactile book on improving the understanding and expression of emotional words of deafblind
A/Prof Yi-Tun Tseng, National University of Tainan (Department of Special Education)

14. Aspects of learning: opportunities and limitations for persons with Alström Syndrome
Berit Rönnåsen, Special Counsellor, The National Agency for Special Needs Education and Schools

15. Health and people with Usher Syndrome
Moa Wahlqvist, Swedish National Resource Center for Deafblindness, Audiological Research Center, Örebro University hospital, Swedish Institute for Disability Research, Örebro University

16. "Communicate with me": challenging behavior seen in a dialogical perspective
Marijke Bolwerk, Royal Dutch Kentalis
Chiara Somers, Teacher, Educational Specialist, Royal Dutch Kentalis

17. Giving access to a cultural language
Caroline Lindström, Special Educator, Mo Gård

18. Deafblind awareness month international
Lee Simpson, Community Services Coordinator, Canadian Helen Keller Centre

19. Emergency intervenor services: an accessibility right
Janine Tucker, Provincial Project Coordinator, CNIB Deafblind Community Services
Sherry Grabowski, Executive Director, CNIB Deafblind Community Services

20. Augmented input and the classroom communication environment for learners with deafblindness
Dr Beth Brady, Assistant Professor, Hunter College

21. Monitoring communication development using The Layered Communication Model
Kirsten Wolthuis, University of Groningen

22. Amanda's journey to communication
Annette Piggott, DeafBlind Ontario Services
Katherine Logan

23. Perspectives on ways to enhance participation of persons with deafblindness in India
Prof Walter Wittich, Assistant Professor, School of Optometry, University of Montreal, Adjunct Professor, School of Physical and Occupational Therapy, McGill University

24. Db-connect: bridging the gap between experience experts and professionals
Ingrid Korenstra, Care Specialist Deafblindness, Bartiméus Expertise Center Deafblindness
Dr Saskia Damen, Assistant Professor, University of Groningen

25. Behavioural competencies for intervenors
Renée Toninger, Intervenor Services Manager, Canadian Helen Keller Centre
Lee Simpson, Community Services Coordinator, Canadian Helen Keller Centre

26. How to incorporate culture of touch at organizational level
Christopher Woodfill, Associate Exectuive Director, Helen Keller National Center

27. The Doctor can see you better now
Dr Annmaree Watharow, University of Technology, Sydney

Posters are correct at time of printing. Refer to ***http://dbiaustralia2019.com.au*** *for current poster listing.*

Sample

Technology - Thursday August 15, 2019

28. Performance of older adults with deafblindness when utilizing low vision aids with speech output
Prof Walter Wittich, Assistant Professor, School of Optometry, University of Montreal, Adjunct Professor, School of Physical and Occupational Therapy, McGill University

29. Technology as complementary communication tool
Catrin Andersson, Adviser, The National Agency for Special Needs Education and Schools

30. Overview of interventions using video feedback with people who are congenitally deafblind
Dr Saskia Damen, Assistant Professor, University of Groningen
Dr Marga Martens
Meredith Prain

31. Linking up speaking out project
Nadia Mattiazzo, Women with Disabilities Victoria
Lauren Brain

32. Meditation and haptics
Melissa Evans, Senses Australia

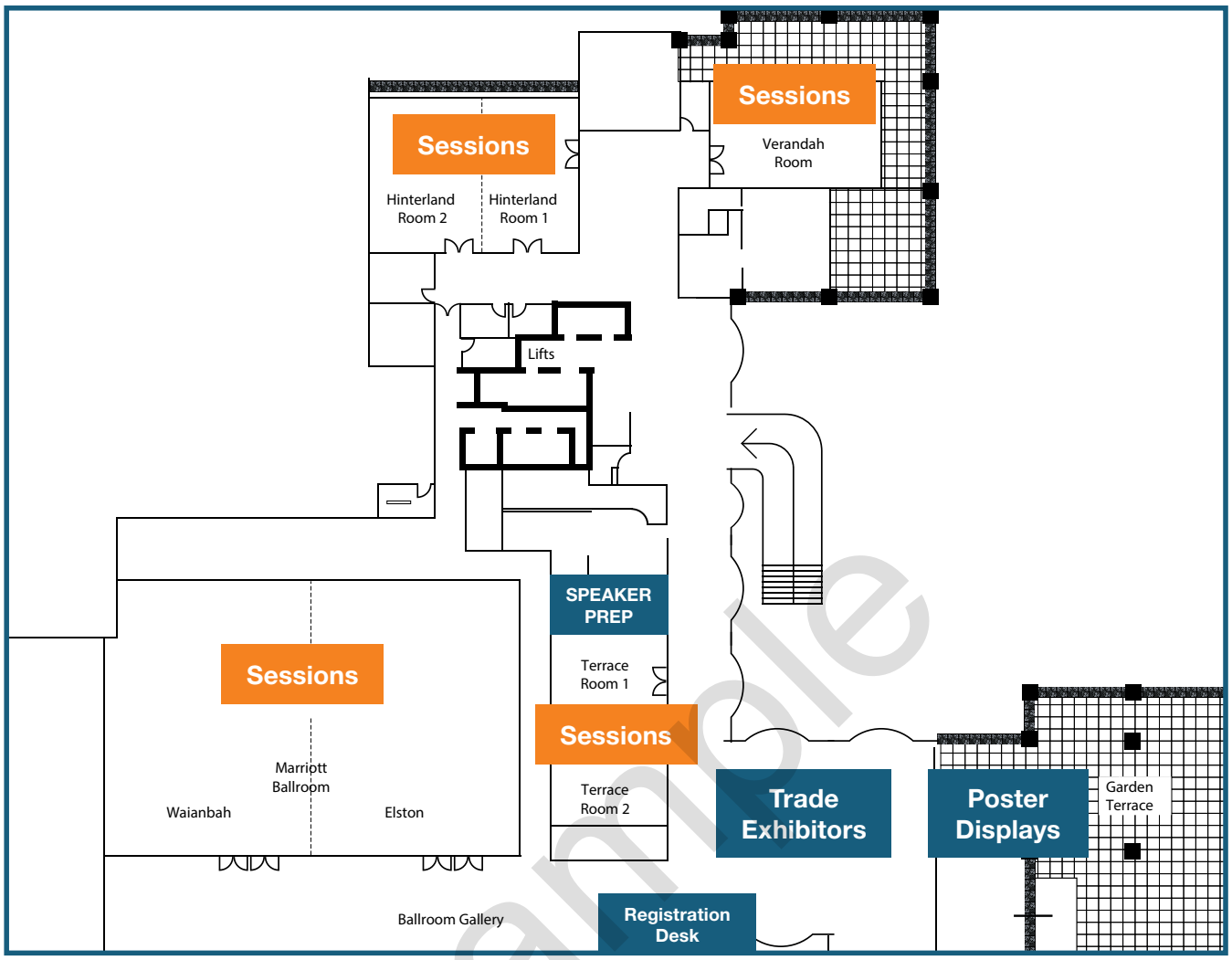
33. Deafblind Australia
Rikki Chaplin, President, Deafblind Australia
Vanessa Vlajkovic, Vice President, Deafblind Australia

Posters are correct at time of printing. Refer to http://dbiaustralia2019.com.au for current poster listing.

Sample



Venue Floor Plan



Sample

Exhibitor List

Exhibitor	Booth number
5G Networks	1
Quantum	2
4Blind	3
Deafblind International	4
Able Australia	5

Sample

Sample

17th Deafblind International World Conference 2019

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Able AUSTRALIA

5G networks

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Grant Thornton An instinct for growth

Total Care Transport

Sample

Appendix I: Sample template Tradeshow Participants Package Responsibility of Planning Committee

See Appendix F

Appendix J: Sample Gala Agenda

6.45pm	Doors open to Ballroom
6.45pm-7.00pm	Entertainment: Band Plays
7.00pm	All guests to be seated by this time (free seating excluding reserved tables)
7.05pm	MC to welcome Host to stage
7.05pm	Welcome - includes a 4min video to play) -
7.15pm	MC introduce the band for the night (dinner served)
7.15pm-7.30pm	Entertainment: (light dinner music)
7.30pm	MC to stage to introduce Aboriginal Dance Group
7.30pm-7.50pm	Entertainment: Dance Group
7.30pm	Entertainment: (light dinner music)
8.00pm	MC introduce pianists
8.00pm-8.15pm	Entertainment: 2 pianists
8.30pm	DESSERT PLATTERS TO TABLES
9.00pm	MC welcome back Band
	Cash bar from 10.30pm-11pm
10.10pm-11.00pm	Entertainment - FINAL SET
10.30pm-11.00pm	Cash bar for all guests
11.00pm	Dinner concludes

Appendix K: DbI Awards
(Copied from DbI Policy and Procedure Handbook – Nov 2017)

Responsibility of DbI

At DbI regional and world conferences we have the privilege of honoring people who have made exceptional contributions to individuals who are deafblind and to DbI.

DbI has three categories of awards, the Lifetime Achievement Award, the Distinguished Service Award and the Certificate of Appreciation. The DbI Awards give us a unique opportunity to celebrate the accomplishments of our colleagues.

Lifetime Achievement Award

At each World Conference, a Lifetime Achievement Award will be made to an individual or individuals who has/have made a distinguished contribution to services for deafblind people on a national and international level. This award is recommended to be given towards the end of one's working life and will be given only occasionally and when deemed necessary. Distinguished contributions could be in the area of: publications, research, development of new techniques or procedures, practical application of teaching techniques, training staff and parents, advocacy; and dynamic leadership. A trophy and certificate will be presented.

Distinguished Service Award

This award will be given more frequently than the Lifetime Achievement Award. It will be presented to people who have significantly contributed to the deafblind field, or DbI, internationally. These awards will be presented at any Regional or World Conference. Examples of contributions when thinking about a possible nominee for the Distinguished Services Award: 1) overall professional experiences; 2) innovative practices; 3) unique or extraordinary contributions to DbI; 4) professional publications, research and/or staff training activities; 5) leadership on the international level which has promoted or improved services to deafblind individuals and their families. A trophy and certificate will be presented.

Certificate of Appreciation

This award will be presented to anyone who has served DbI well, or the international field of deafblindness, in any capacity. It can be issued at any time on the recommendation of a DbI Board member to the Management Committee.

Awards Process for the DbI Distinguished Service Award and the Lifetime Achievement Award.

- The Awards Committee is established by the DbI Board at least one year prior to an event where awards will be presented.
- Secretariat sends an email to the membership before a major DbI event to call for nominations.
- Information is also published in the DbI Review and the website.
- The nominations form is on the website.
- The nominations form is completed by the person nominating.

- A 500 to 1000 word essay, which describes the nominee's contribution to deafblind individuals is attached.

- At least three (3) letters, which support the nomination are also required. These letters can be from colleagues, parents, deafblind individuals, employers or others who can comment on the nominee. The letters should present information that conveys an accurate picture of the nominee's achievements and contribution to the field of deafblindness.

- Full applications which include the nomination form, essay and 3 letters are sent by mail or email to the Chair of the Awards Committee.

- The applications are reviewed by the Awards Committee and decisions made based on the set criteria.

- The Awards Committee provides a report on the process to the DbI Board.

- The Awards Committee organizes certificates and trophies for presentation.

- The Chair presents them at the specific DbI event.

- A record of all DbI Awards and the criteria are maintained by the Secretariat.

Appendix L: DbI Delegate Sponsorship Guidelines (Copied from DbI Policy and Procedure Handbook – Nov 2017)

Responsibility of DbI

The purpose of DbI is to bring together professionals, researchers, families, deafblind people and administrators to raise awareness of deafblindness. Central to our work is to support the development of services to enable a good quality of life for deafblind children and adults of all ages.

One activity that assists in promoting the purpose of DbI is sponsorship at regional and world conferences and other DbI related events. This is a place where individuals working with deafblind people can come together and freely exchange ideas.

DbI has a sponsorship process where it invites applications for financial sponsorship to attend a DbI event.

Individuals applying for financial sponsorship must be able to demonstrate how their participation in a DbI event and the knowledge acquired at a conference will be related to the DbI Strategic Plan.

The goals of the Strategic Plan are:

1. Strive for an enhanced organizational capacity to meet the needs of deafblind people.

2. Influence the development of services for the benefit of deafblind people and their families around the world.

3. Strive to encourage improvements in practice and creation of new knowledge by facilitation improved communication and networking.

Applying for Financial Sponsorship

Many applications are received for Sponsorship so applying does not guarantee funding support. If successful, it is unlikely for DbI to fund the entire sponsorship request and applicants are encouraged to find the remainder of the funds for their participation from other sources.

Applications should be received by the Secretariat 6 months prior to a DbI event for consideration.

Applicants are required to complete the Application for Financial Sponsorship to Attend a DbI Event form. The form can be found on the DbI website (www.deafblindinternational.org). Information can also be found in the DbI Review or by contacting the Secretariat at dbi-secretariat@sensity.ca

Please also refer to the DbI Strategic Plan on the website (www.deafblindinternational.org) to assist you in preparing your application.

The completed form is then sent to the DbI Secretariat at: dbi-secretariat@sensity.ca

The Secretariat sends the applications to the Chair of the Sponsorship Committee and recipients will be selected no later than five months prior to the DbI event.

This Committee then makes its decisions and a report about the process is provided to the DbI Board. The names are not presented to the Board to respect confidentiality.

Both successful and unsuccessful applicants are advised.

Successful Applicants

Successful applicants will be notified no later than four and a half months prior to the DbI event.

Applicants to accept or decline the sponsorship no later than four months prior to the DbI event.

DbI will not transfer the agreed amount of sponsorship funds to the successful applicant. DbI will instead pay the event registration and accommodation directly to the event organiser and hotel. A meal allowance, to be determined by the Treasurer will also be provided to the successful applicant at the event.

Successful applicants will be required to attend a DbI Welcome Reception at the event.

Funding can only be provided in Euros and not in any other currency.

After the Event

Successful applicants will be required to provide feedback after the event about the benefits of attending the event and how they have applied the information learnt when they returned home.

The Secretariat will request this information within 3 months of the applicant attending the event.

Appendix M: List of Countries and locations of past DbI International Conferences

2023 - TBD
Ontario, Canada
Hosted: DeafBlind Network of Ontario

2019 - **ACT Accessibility Communication Technology**
Gold Coast, Australia
Hosted: Able Australia

2015 - **Local solutions to common needs**
Bucharest, Romania
Hosted: **Sense Romania**

2011 - **Inclusion for lifetime of opportunities**
San Paulo, Brazil
Hosted: Associação educacional para múltipla deficiências (Ahimsa) & Centro de Recurso em deficiência multipla, surdoceguera e deficiência visual (ADEFAV)

2007 -**World Wide Connections Breaking the Isolation**
Perth, Australia
Hosted: Sense Australia

2003 - **Communication is the Key to opening Doors worldwide**
Mississauga, Ontario Canada
Hosted: CDBA National

Appendix N: Sample of Past Evaluation formats Responsibility of Planning Committee

Thank you very much for being part of the 17th Deafblind International World Conference 2019.

We're always looking at ways to do things better. To assist us in ensuring that future events continue to meet your needs, please share your feedback with the Planning Committee of the conference.

1. Your name and organisation [confidential]

2. Did the conference program meet your expectations?

1	2	3	4	5
STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE

Please add any comments:

3. How important do you feel a conference theme is for DbI World Conferences?

1	2	3	4	5
EXTREMELY IMPORTANT	VERY IMPORTANT	MODERATELY IMPORTANT	SLIGHTLY IMPORTANT	NOT AT ALL IMPORTANT

Please add any comments:

4. As you reflect on the conference, please indicate how valuable and relevant the conference was in advancing your knowledge on the three themes of the conference, using the scale below:

Accessibility	Very Valuable 5 4	Valuable 3	Not Valuable At All 2 1
Communication	Very Valuable 5 4	Valuable 3	Not Valuable At All 2 1
Technology	Very Valuable 5 4	Valuable 3	Not Valuable At All 2 1

Please add any comments:

SAMPLE

5. As a participant at the conference, please answer the questions below by checking the appropriate box. Offer any insights or new understandings about the conference themes:

	Yes	No	Insights/new understanding I gained
Did you interact with a presenter for more information on the topic?			
Did you interact with other participants for sharing knowledge/services/experiences?			
Did you initiate conversations with researchers for possible collaborations?			
Other comments			

6. Did the keynote panel sessions meet your expectations?

1	2	3	4	5
STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE

Please add any comments:

7. Did the concurrent sessions meet your expectations?

1	2	3	4	5
STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE

Please add any comments:

8. How would you rate the number of concurrent sessions available?

1	2	3	4	5
VERY GOOD	GOOD	ACCEPTABLE	POOR	DON'T KNOW

Please add any comments:

9. Did the poster presentations meet your expectations?

1	2	3	4	5
STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE

Please add any comments:

SAMPLE

10. How would you rate the number of posters displayed?

1	2	3	4	5
VERY GOOD	GOOD	ACCEPTABLE	POOR	DON'T KNOW

Please add any comments:

11. If you required accommodation for accessibility during the conference please indicate your level of satisfaction:

1	2	3
Met my needs	Did not meet my needs	Not applicable

If you indicated "did not meet my needs" please explain.

12. Did you attend a pre-conference DbI Network workshop? YES / NO

- If yes, which one?
- How would you rate the workshop?

1	2	3	4	5
VERY GOOD	GOOD	ACCEPTABLE	POOR	DON'T KNOW

Please add any comments:

13. Did you attend a DbI Network meeting during the conference? YES / NO

- If yes, which one?
- How would you rate the meeting?

1	2	3	4	5
VERY GOOD	GOOD	ACCEPTABLE	POOR	DON'T KNOW

Please add any comments:

14. Did you attend the Research Forum (Wednesday, August 14th)? YES / NO

- How would you rate it?

1	2	3	4	5
VERY GOOD	GOOD	ACCEPTABLE	POOR	DON'T KNOW

Please add any comments:

SAMPLE

15. Did you attend the Family Forum (Friday, August 16th)? YES / NO

- How would you rate it?

1	2	3	4	5
VERY GOOD	GOOD	ACCEPTABLE	POOR	DON'T KNOW

Please add any comments:

16. Did you attend the WFDB (World Federation of Deaf blind) Global Report on Deafblindness (Friday, August 16th)? YES / NO

- How would you rate it?

1	2	3	4	5
VERY GOOD	GOOD	ACCEPTABLE	POOR	DON'T KNOW

Please add any comments:

17. Welcome Reception – Monday, August 12th (select N/A if you did not attend)

	Excellent	Very good	Good	Average	Poor	N/A
Atmosphere						
Entertainment						
Catering						

Comments regarding social functions:

18. Conference Dinner – Thursday, August 15th (select N/A if you did not attend)

	Excellent	Very good	Good	Average	Poor	N/A
Atmosphere						
Entertainment						
Catering						

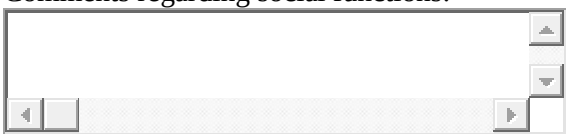
Comments regarding social functions:

SAMPLE

19. Optional Currumbin Wildlife Sanctuary – Friday, August 16th (select N/A if you did not attend)

	Excellent	Very good	Good	Average	Poor	N/A
Atmosphere						
Entertainment						
Catering						

Comments regarding social functions:



20. How would you rate the relationship between the advertised/expected content and the actual content?

1	2	3	4	5
VERY GOOD	GOOD	ACCEPTABLE	POOR	DON'T KNOW

Please add any comments:

21. Rate the Surfers Paradise Marriott Resort & Spa (conference venue):

	Excellent	Very good	Good	Average	Poor	N/A
Venue facilities						
Catering						
Accommodation						

22. What other topics/speakers would you like to see in the future?



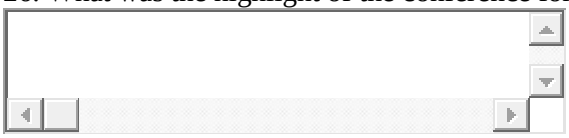
23. If you were a presenter at the conference, please specify your role(s) below:
a) keynote/panel
b) concurrent session
c) poster
d) pre-conference network – please specify

24. As a presenter, please add your commentary on the following areas:
- the information you received about the conference theme and content prior to and during the conference
- the equipment used during your presentation (if applicable)
- the moderator for your workshop (if applicable)
- number of people in attendance

SAMPLE

25. During the conference, were you provided with opportunities to learn about Deafblind International and the benefits of becoming a member of DbI?
Please add your commentary here:

26. What was the highlight of the conference for you?



27. Is there anything we did not ask you to which you would like to comment?
Please add your commentary here:

Conference supporter feedback survey
Tourism and Events Queensland were major supporters of the 17th Deafblind International World Conference 2019 and they would appreciate your feedback to the following questions.

1. In which of the following ways did you participate in the conference?
Delegate
Sponsor/Exhibitor
Presenter
Other (please specify)

2. Where do you normally live?

	Queensland	**Postcode**
	Interstate	**State**
	Overseas	**Country**

3a. During this trip, how many nights in total did you spend (away from home) in Gold Coast? (If you didn't stay any nights away for an option please input '0')

Before the conference _____
While attending the conference _____
After the conference _____

3b. During this trip, how many nights in total did you spend (away from home) in Other parts of Queensland? (If you didn't stay any nights away for an option please input '0')

Before the conference _____
While attending the conference _____
After the conference _____

SAMPLE

4. In which type of accommodation did you spend the majority of your nights away from home?
__ Luxury hotel/serviced apartment/resort (4 or 5 star)
__ Standard hotel/motel/motor inn (3 star or below)
__ Rented House/Apartment/Unit/Flat/Airbnb
__ Bed and& Breakfast
__ Home of a friend or relative
__ Other

5. Not including yourself how many people travelled with you to Gold Coast/Queensland on this trip and…
Attended the conference _____
Did not attend the conference _____
(If you travelled alone on this trip please enter 0 for both options)

6a. Thinking about your trip to Gold Coast/Queensland, approximately how much would you/your employer have spent on the following items?
{When answering this question, consider spending made for yourself and for anyone travelling with you}

Accommodation	$_____AUD
Meals, food & beverages (apart from those included in your conference fee)	$_____AUD
Tourism, entertainment and other leisure or cultural activities/excursions	$_____AUD
Transport within Gold Coast/Queensland (i.e. Taxi, Uber, Hire Car, etc. excluding official	$_____AUD
Any other retail/shopping such as gifts or products	$_____AUD

6b. Including yourself, how many people does this spending cover?

7. To what extent do you agree with the following statements? (Where 1 = Not at all likely and 5 = Very Likely)

After visiting Gold Coast/Queensland for this conference, I am…

	1	2	3	4	5
More interested in returning to Brisbane for a holiday in future					
More interested in seeing more of Queensland for a holiday in future					
More likely to talk positively to others back home about Gold					
Going to achieve positive business outcomes					
Going to improve my knowledge/skills					
Going to improve my network/contacts					
Going to improve my personal career prospects					

8a. How likely would you be to recommend visiting Gold Coast to a friend, family member or work colleague?
(Where 0 = Not at all likely and 10 = Very Likely)

0	1	2	3	4	5	6	7	8	9	10

8b. Why did you provide this rating?

SAMPLE