



# PRESENTATION SUBMISSION GUIDE

Tuesday, June 9, 2026  
Grappone Conference Center  
70 Constitution Avenue, Concord, NH

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The New England Youth Diversion Summit Planning Committee invites individuals and organizations to submit presentation proposals for this in-person, one-day Summit.

The Summit brings together professionals and partners from across the region to advance effective, equitable, and youth-centered diversion practices. Through collaboration, evidence-based learning, and the exchange of innovative strategies, the Summit aims to strengthen community responses to youth needs and build a more connected, informed, and effective regional network dedicated to improving outcomes for young people.

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## Summit Goal

The New England Youth Diversion Summit seeks to:

- **Deliver high-quality professional development** by offering a full day of evidence-based sessions, practical tools, and expert-led presentations that enhance participant skills and knowledge in youth diversion and justice-system advancement.
- **Strengthen cross-state collaboration** by convening practitioners from all six New England states and facilitating structured opportunities for networking, shared learning, and relationship-building.
- **Highlight and disseminate innovative strategies** by showcasing regional and national models, successful practices, and replicable approaches that participants can adapt to improve outcomes in their own communities.

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## Key Information for Presenters

Please review the information below before starting your submission.

- **Submission Deadline:** Proposals are due by **11:59 PM on January 19, 2026.**
- **Submission Method:** Proposals must be submitted through the online submission system only.
- Incomplete submissions will not be considered.

- **Notification Date:** Submitters will be notified via email regarding the status of their proposal by **February 20, 2026**.
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## Target Audience

This non-clinical Summit is intended for those working to support and improve the communities in which they live and work.

Participants may include:

- Community-based diversion and restorative justice professionals
  - Juvenile court and judicial system professionals
  - Policymakers and legislators
  - State agency leaders and staff
  - Law enforcement and juvenile justice professionals
  - Nonprofit and community-based program staff
  - School behavioral health professionals, staff, and administrators
  - Mental health and substance use treatment and prevention providers
  - Youth advocates
  - Youth and adults with lived experience
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## Summit Agenda

### Monday, June 8, 2026

5:00 PM – 7:30 PM      Welcome Reception  
*Cash bar, heavy hors d'oeuvres, and themed food stations, music and local artists*

### Tuesday, June 9, 2026

7:30 AM – 8:30 AM      Registration, Networking & Exhibits  
8:30 AM – 8:50 AM      Welcome & Introductions  
8:50 AM – 9:50 AM      Keynote Presenter  
9:50 AM – 10:10 AM     Refreshment Break  
**10:10 AM – 11:25 AM    Concurrent Breakout Sessions | Block A**  
11:25 AM – 11:40 AM     Transition Break  
11:40 AM – 12:20 PM     New England Youth Diversion Panel  
12:20 PM – 1:30 PM      Lunch Buffet  
**1:30 PM – 2:45 PM      Concurrent Breakout Sessions | Block B**  
2:45 PM – 3:15 PM      Refreshment Break  
**3:15 PM – 4:30 PM      Concurrent Breakout Sessions | Block C**

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## Presentation Format

- Sessions will be **in-person only**, 75 minutes in length.
  - Virtual presentations will **not** be offered.
  - Sessions will **not** be recorded for later viewing.
  - Slides and handouts will **not** be printed but will be made available to participants online and through the mobile event app if **submitted by June 4, 2026**.
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## Content Level

Sessions should be planned for **basic to advanced** levels of knowledge and clearly indicate the appropriate level:

- **Basic:** Introductory presentation of the topic
  - **Intermediate:** More detailed presentation and application of the topic
  - **Advanced:** In-depth and/or highly practical application, designed for experienced practitioners
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## Review & Selection Criteria

All proposals will be reviewed by the Summit Planning Committee. Proposals will be evaluated based on:

- **Relevance to the Summit and target audience**
- **Focus on evidence-based and model practices**, tools and resources that can be applied in New England
- **Clarity and quality of the written description and learning outcomes**, including whether they are specific and measurable
- **Presenter expertise and/or lived experience**, as well as prior experience presenting on the topic
- **Balance of research and practice:** Research findings are welcome, provided sessions are aimed at practitioners and include practical application (e.g., “here is how this can be applied in XYZ settings”).
- **Absence of commercial sales content** for services or products
- **Clear session design:** The proposal should clearly identify what will occur during the session within the 75-minute format and time allotted.
- **Engagement and innovation:** The session should effectively engage the audience and support innovative thinking about new or proven ideas and approaches.
- **Positive, solution-oriented framing:** The proposal should raise important questions and/or deliver constructive, solution-focused content supported by research and/or program evaluation, where applicable.
- **Completeness of submission:** All required fields must be completed accurately and fully; presenter resumes/CVs and bios must be provided and adequately written; and bibliography must be provided in proper format. Lack of any of these elements may result in immediate disqualification.

The Selection Committee reserves the right to request additional information in support of the proposal.

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## Travel, Lodging & Compensation

- **Presenter compensation, travel, and lodging expenses are not provided** and are the responsibility of each presenter.
  - In lieu of presenter fees/honoraria:
    - **Summit registration fees will be waived for the lead presenter** for the day of their presentation.
    - The lead presenter may elect to give their complimentary registration code to **another presenter from their session only**.
    - Additional presenters will receive a **20% discount** off the prevailing registration fee at the time of their registration.
  - Additional presenters, panelists, or panel moderators must be identified within the **initial proposal**.
  - **All presenters will be required to register** and will receive instructions on how to register once registration is open.
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## Presenter Responsibilities Upon Selection

If your proposal is accepted, you agree to:

Within 7 days of notification (or by the date specified in your acceptance email):

- Sign and return the Presenter Agreement.
- Submit a head shot for use on Summit marketing materials.
- Submit any requested revisions or additions to the session title, description, learning outcomes, and/or presenter information.

Prior to the Summit:

- Participate in Summit planning call(s) with other session presenters and/or a Planning Committee representative, if requested.
- Coordinate with co-presenters, panelists, and/or moderators in the same session, if applicable.
- Coordinate with the assigned Summit Session Monitor (Session Monitors are provided by the Planning Committee to assist you during the session).
- Provide information on audio-visual needs to the Event Manager by **May 11, 2026**.
- Register for the event by **May 29, 2026** (details will be provided).
- Provide final presentation materials (slides, handouts, etc.) for electronic distribution by **June 4, 2026**.
  - Hard copies will not be provided by the Summit. If presenters wish to supply printed materials, they are responsible for reproducing, shipping, and distributing them.

Day of the Summit:

- Arrange your own transportation and travel.
  - Arrive at the venue and check in at the registration desk at least 20 minutes prior to your session.
  - Arrive in your assigned session room at least 15 minutes prior to your session start time.
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## Important Note

Incomplete proposals will not be reviewed or considered.

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## Submission Resources/Links

Preparation form:

<https://nhcourtdiversion.org/wp-content/uploads/2025/12/2026-Submission-Planning-Formv12.1.25.docx>

Online Submission Form: <https://form.jotform.com/253274989184170>

Summit Website: <https://nhcourtdiversion.org/summit/neyouthdiversionsummit/>

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## Questions

Questions regarding the Call for Presentations or the submission process may be directed to: Lori Walter ([events@nhcourtdiversion.org](mailto:events@nhcourtdiversion.org)) or 657-332-3317



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# PREPARING A SUCCESSFUL PROPOSAL

You may find it helpful to download the [Submission Planning Form](#) located on the [NHJCDN Summit Call for Presentations webpage](#) and use it to draft your proposal before beginning the online submission process. We strongly encourage you to download the Microsoft Word version of the form, save it to your computer, and use it to gather required information and fully develop your proposal.

When your proposal is complete, simply copy and paste the information from your planning form into the [Online Submission System](#). Please do not email the Submission Planning Form. All proposals must be submitted through the online system to be considered.

You will have the ability to begin your online submission, save your progress, and return to it prior to submitting. You will have the ability to make edits until the submission deadline.

Incomplete proposals will not be reviewed or considered.

**The online submission form will ask for the following:**

## Section 1: SESSION INFORMATION

### **Proposed Session Title**

Submit a concise and compelling title that reflects the content of your session. Creativity is encouraged. The Planning Committee reserves the right to request modifications or provide an alternative title if needed to ensure clarity and alignment with the overall program.

### **Proposal Narrative**

Your narrative should clearly and comprehensively outline your session. It must:

- Explain the relevance of the topic to the Summit themes and target audience;
- Identify how the material supports the goals of the event, including youth-centered, equitable, and effective diversion practices;
- Provide sufficient detail for reviewers to understand the scope, structure, and intended outcomes of the session.

This section will be used to assess the strength and fit of your proposal, so please be specific and thorough.

### **Session Description (for publication)**

Provide a brief 3–5 sentence summary that accurately describes the purpose, focus, and value of your session. This description will be used in promotional materials, the agenda, and the event program, and should be written in clear, participant-focused language.

## Section 2: SESSION INFORMATION *continued*

### **Session Learning Outcome(s)**

Provide at least one measurable learning outcome, written from the participant's perspective. Outcomes should describe what participants will be able to do as a result of attending the session—not what the presenters intend to cover.

*Example: “Following this session, participants will be able to identify three critical components of Alternative Peer Groups and explain the benefits of youth peer support models.”*

### Content Level

Indicate the level of knowledge for which your session is designed:

- Basic – Introductory overview of the topic
- Intermediate – More detailed exploration or application of the topic
- Advanced – In-depth analysis and/or practical application designed for experienced practitioners

### Audience Engagement

Describe the methods you will use to actively engage participants during your session. Examples may include small-group discussions, case studies, interactive activities, polls, facilitated dialogue, reflection exercises, or other participatory strategies that enhance learning and application.

## Section 3: BIBLIOGRAPHY

### Bibliography

All proposals must include **three (3) current resources**—published within the last five years—that will be cited in your presentation or shared with participants as supplemental references. Resources should be formatted using a **bibliography** style citation.

You will be **guided through the specific fields to complete** based on the type of reference you select (e.g., book, journal article, or web resource). These citations are a requirement on our Continuing Education applications.

#### APA Citation Format Example

**Book:** Author LastName, A. A., & Author Last Name, B. B. (Year). *Title of the book: Subtitle if applicable*. Publisher.

**Journal Article:** Author LastName, A. A., Author Last Name, B. B., & Author Last Name, C. C. (Year). Title of the article. *Title of the Journal, Volume,Number(IssueNumber)*, page range. <https://doi.org/xx.xxxx/xxxxx> (if available)

**Web Resource:** Author LastName, A. A. or Organization Name. (Year). *Title of the webpage or resource*. Website Name (if different from author). URL

## Section 4: LEAD PRESENTER / MODERATOR

### Lead Presenter / Moderator Information

You will be required to provide the following information for the lead presenter.

- Full Name
- Credentials
- Job Title
- Agency/Organization
- Phone & Email
- Highest Education Degree & Year Completed\*

- Bio to publish
- Resume / CV

*\*Highest Education Degree & Year Completed: This information is a requirement on our Continuing Education applications.*

## Section 5: CO-PRESENTERS/PANELISTS

### Co-Presenters / Panelists Information

You will be required to provide complete information for each presenter, co-presenter, panelist, or moderator included in your proposal. The online submission system allows you to add up to four (4) additional presenters.

All presenters, panelists, and moderators **must be identified in the original proposal**. Please ensure that each individual has confirmed their availability and understands they are being proposed as part of the session.

If the session is selected, **each person listed will be required to sign a Presenter Agreement** in order to participate in the Summit program.

Information requested:

- Full Name
- Credentials
- Job Title
- Agency/Organization
- Phone & Email
- Highest Education Degree & Year Completed\*
- Bio to publish
- Resume / CV

*\*Highest Education Degree & Year Completed: This information is a requirement on our Continuing Education applications.*

## Section 6: A/V & ADDITIONAL INFORMATION

### Audiovisual Needs

A standard A/V package will be provided in all presentation rooms. This includes:

- LCD projector and screen
- Laptop (PC) with sound capability
- Wireless presentation clicker
- Presenter microphone(s), if required based on room size
- Wi-Fi access

If your session requires **additional A/V equipment or specific technical needs**, you will be asked to indicate these requirements during the submission process.

## Other Information

Use this section to share any additional details that may be relevant to your proposal. This may include scheduling constraints, accessibility needs, unique session considerations, or information that would help the Planning Committee better understand the strength, context, or logistics of your proposed session.

Providing this information helps ensure that your session can be appropriately scheduled and supported.

## Section 7: PRIMARY CONTACT

### Primary Contact / Submitter Information

Provide the full contact information for the individual submitting the proposal. This person will serve as the **primary point of contact** and will receive all official communications, including notification of acceptance, requests for clarification, and follow-up details.

If the submitter is also serving as a **lead presenter/moderator, co-presenter, or panelist**, their information must still be entered in this section **in addition to** completing the required presenter fields elsewhere in the submission form.

- Full Name
- Job Title
- Agency/Organization
- Phone & Email

Questions should be directed to Lori Walter, [events@nhcourtdiversion.org](mailto:events@nhcourtdiversion.org).



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