

**INVITATION TO SUBMIT A PROPOSAL FOR  
COMMUNICATION ACCESS TRAINING  
PRIOR TO ISAAC CONFERENCE 2020  
CANCÚN, MÉXICO  
SUBMISSION DATE: 20 SEPTEMBER 2019**



**The ISAAC Conference 2020 Leadership Team is currently seeking proposals from interested and qualified individuals, groups, organizations, and / or ISAAC Chapters, to provide Communication Access Training services for Conference 2020, the 19<sup>th</sup> Biennial Conference of ISAAC.**

ISAAC, the International Society for Augmentative and Alternative Communication, works to improve the lives of children and adults who use AAC. ISAAC's vision is that AAC will be recognized, valued and used throughout the world. ISAAC's mission is to promote the best possible communication for people with complex communication needs.

ISAAC 2020 (the 19<sup>th</sup> Biennial Conference of ISAAC) is being held in Cancún, México, at the Cancún International Convention Centre, or [Cancún ICC](#), between August 1<sup>st</sup>, 2020 and August 6<sup>th</sup>, 2020. A map of the immediate area surrounding the Cancún ICC, showing the hotels, restaurants, and other businesses in the immediate area can be found by clicking [here](#).

ISAAC seeks to build communication access knowledge and infrastructure with the businesses (i.e., Cancún ICC, hotels, restaurants, tourist businesses, etc.) in the immediate area of the Cancún ICC, for the purpose of providing a seamless conference attendee communication experience for all Conference 2020 participants, especially children and adults who use AAC. ISAAC is budgeting for attendance of approximately 1,500 for Conference 2020, of whom approximately 10% are typically children and adults who use AAC.

The Executive Board of ISAAC and the Conference Co-Chairs were recently in Cancún and met with representatives of the State and city Tourist Boards, as well as management of the Convention Centre and seven surrounding Hotels. All are eager to have Communication Access training for themselves, their staff and surrounding businesses. From our recent visit, we were told by many "we have learnt so much about access from you" and "we want to know how to communicate with our guests [who use AAC]".

The submission should consider:

- Number of formal training hours needed
- Format of training (e.g., face-to-face/video/online)
- Brief comments about content
- Time-frame for delivery (e.g., week or month before)
- Plan for translation into Spanish of content/material
- Rewards- certificates? stickers?
- In coordination with both ISAAC and other local resources, identify key businesses to target
- Process of engagement with the Municipal Secretary of Social and Economic Development, Municipio De Benito Juarez (Cancún) to coordinate local training and communication efforts, as appropriate;
- Process of engagement with other Mexican State or Federal government departments / agencies, as appropriate (example, Government of Mexico disabilities "[Tourism Seal](#)")
- Design / creation of communication access training products / assets (digital and printed), in both English and Spanish, targeted for use by service staff at the identified businesses and conference attendees;
- Ease with which program could be replicated for future ISAAC conferences;



- Partnerships with local organizations / individuals to provide English and/or Spanish language direct communication access training services;
- Coordination with ISAAC to make communication access training products / assets available electronically; and,
- Ensure communication access services are available on-site at Conference 2020.

**We therefore invite interested and qualified individuals, groups, organizations or ISAAC Chapters to submit proposals according to the following requirements —**

- Length of proposal not to exceed four (4) pages in total.
- Proposal, at a minimum, should identify the following for ISAAC Conference 2020 —
  - Key individuals assigned to this communication access project.
  - Identification of all costs, including staff, travel, per diem, printing, administration, etc.
  - Identification of process(es) and timelines used to deliver key objectives.
  - ISAAC resources required to ensure successful project completion (videoconferencing, volunteers, translation, etc).
  - Opportunities to provide required services / products as part of a Conference 2020 sponsorship.
  - Any additional partnerships required to ensure successful project delivery and completion.
- Proposals to be submitted as softcopy (electronic), in either Word or pdf format, by email to [franklin@isaac-online.org](mailto:franklin@isaac-online.org), **no later than 5:00 pm Eastern Time, September 20<sup>th</sup>, 2019**.
- Following a review of all submitted proposals, the ISAAC Conference 2020 Leadership Team will determine which, if any, proposal provides the best opportunities for achieving the desired objectives. The ISAAC Conference 2020 Leadership Team may, at its sole discretion, invite one or more proponents into additional discussions to make this determination.
- Please note that the submission of a proposal does not guarantee that such an invitation will be extended to any particular proponent, or that a contract for service provision will be awarded.