AGING IN TEXAS CONFERENCE

PRESENTATION PROPOSAL GUIDELINE

GET INVOLVED WITH 2025 AITC!

By becoming an AiTC session presenter not only will you have the ability to share in front of an estimated 300 conference attendees comprised of Area Agency on Aging staff, senior center managers & staff, social workers, dieticians, public and private caseworkers, long-term care administrators and many more service delivery personnel working directly with older adults and family caregivers, but you will also receive complimentary registration for the day of your session to enjoy AiTC as an attendee yourself.

Presenting a session at the 2025 AiTC is the perfect opportunity to share your latest research or organizations project successes or best practices, training your peers and those in the aging network on the newest advances and innovations coming to the aging world as well as educate aging professionals in a variety of important topics connected to aging in 2025.
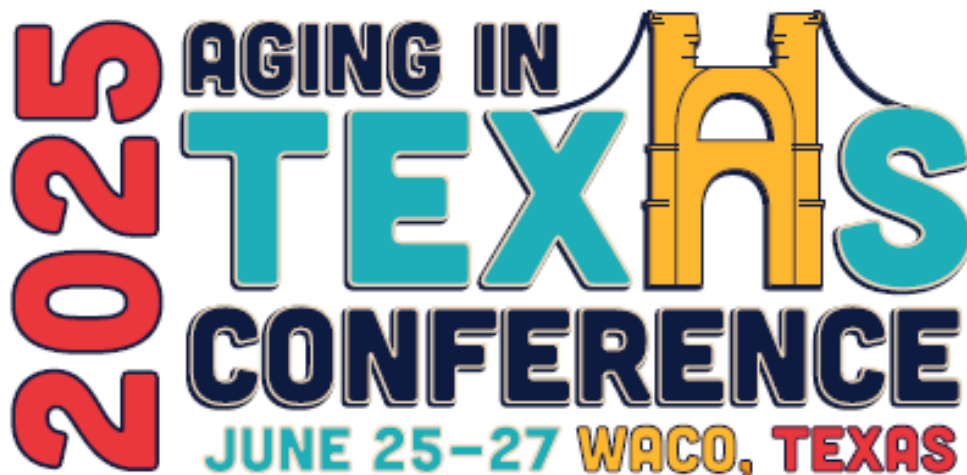
HOW TO SUBMIT A PROPOSAL

Please complete the Education Form and the Speaker Biography Form found below and submit electronically to bridgetw@txregionalcouncil.org indicating "2025 AiTC Session Proposal" in the subject line, along with a 2-3 sentence biography and headshot.

EDUCATION FORM AND SPEAKER BIOGRAPHY
Please ensure all information fields are complete and accurate prior to submission.

The individual submitting the session proposal will be designated as the Primary Presenter unless otherwise noted. The Primary Presenter is responsible for all aspects of the session including developing and finalizing content, identifying, and confirming additional presenters, and supplying appropriate supporting materials and handouts. The AiTC Education Planning Committee liaisons will work with the Primary Presenter to ensure the session achieves the conference goals, objectives, and standards of quality.

PRIMARY PRESENTER RESPONSIBILITIES
o   Make any necessary refinements based on recommendations by the AiTC Education Planning Committee
o   Finalize session format
o   Invite additional presenters and provide their contact information and bios (a liaison with the AiTC Education Planning Committee will follow up with written confirmation)
o   Supply appropriate supporting materials and handouts
o   Communicate any audiovisual needs and advise the AiTC Education Planning Committee liaison   of those needs.
o   Submit an electronic copy of the final presentation by June 20, 2025.
o   Ensure all deadlines are met

TYPE OF SESSIONS

KEYNOTE SESSIONS
The 2025 AiTC will feature two keynote sessions during our Welcome Lunch and Closing Breakfast. Each presentation can be between 45 minutes and one hour and 30 minutes depending on speaker needs. These keynote sessions will be highly competitive. If you submit a keynote session and it is not selected as a keynote, we will consider the proposal for a breakout session unless otherwise noted in your proposal.

BREAKOUT SESSIONS
All breakout sessions will be 45-minute timeslots. If your presentation requires more time, special arrangements for 2-part sessions can be made. If additional time is desired, please include the time request in your proposal. Requests will be received on a case-by-case basis.

The individual submitting the breakout session proposal will be designated as the Primary Presenter unless otherwise noted. The Primary Presenter is responsible for all aspects of the session including developing and finalizing content, identifying and confirming additional presenters, and supplying appropriate supporting materials and

handouts. The AiTC Education Planning Committee liaisons will work with the Primary Presenter to ensure the session achieves the conference goals, objectives, and standards of quality.

CONFERENCE SESSION SPOTLIGHT THEMES

For those considering a 2025 AiTC keynote or breakout session, please note the conference's spotlight themes that the planning committee is especially interested in including in this year's conference. These spotlight themes include priority session topics but do not list all possible session topics that can be submitted.

TECHNOLOGY & AGING: EVOLVING TOGETHER

Session topic examples may include electronics, cell devices, smart devices, computer use, digital literacy, smart companions, telemedicine, wearable technology, etc.

LIVE BETTER, WORK BETTER – BALANCING LIFE & WORK

Session topic examples may include personal enrichment, time management, morale, self-care, character-building, skill-building - focus, resilience, relationship-building, etc.

GOING BACK TO THE BASICS - REFRESHERS FOR AGING PROFESSIONALS

Session topic examples may include the Older Americans Act, narrative/grant writing, organizational differences, state or federal agency partners, statutes, and regulations, etc.

COLLABORATION CREATING SOLUTIONS

Session topic examples may include highlighting key partnerships, culturally appropriate approaches for traditionally underserved populations, best practices for addressing gaps and opportunities in respite care services in Texas, community or senior centers, state/federal collaboration, government entity relations, Veterans, and their unique needs, etc.

EDUCATION IS KEY: THERE IS ALWAYS MORE TO LEARN

Session topic examples may include physical/mental health, unique lifestyles, diverse populations and cultures, elder law, leisure, and exercise activities.

SHARING SUCCESSES - THE TEXAS WAY

Session topic examples may include peer and network sharing of creative and successful projects, programs, successful marketing strategies for promoting respite care or ideas and how they were organized and conducted.

FUTURISTIC PRACTICES

Session topic examples may include combatting social isolation, tools, and resources for caregivers.

TIPS FROM THE AITC EDUCATION COMMITTEE

The AiTC Education Planning Committee is looking for a wide range of session topics, including new approaches to existing models. Consider these attributes when developing a session proposal:

- Clear examples, lessons, and ideas.
- Thoughtful learning objectives.
- Interactive topics.
- Get creative with your session title.
- Content that is accurate and relevant to different types of attendees.
- Alternative teaching methods as opposed to traditional lectures.
- Please note in your proposal if your session is interactive and will need Wi-Fi access.
- Communicate any audiovisual needs in your proposal.
- Submit an electronic copy of the final presentation by June 20, 2025.
- Ensure all deadlines are met

SESSION SELECTION

The AiTC Education Planning Committee will review and select all keynote and breakout sessions included in the conference schedule. While proposal submission does not guarantee selection, we will explore opportunities to include the wealth of expertise represented in proposals received. Please note, overlapping of spotlight themes and topics may occur and does not impact your session selection.

SESSION SCHEDULING

The AiTC Education Planning Committee has final decision on session schedule arrangement. If there is a specific date and/or time that cannot work for you, please include this information in your submission proposal email for consideration.

ASSOCIATED COSTS

Speakers receive free conference admission for the day of their presentation. Full conference registration is also available to speakers at a discounted rate of $300. Audio and visual equipment such as flip charts, easels, laptops, and LCD projector will be provided by AiTC organizers if prior notice is received. Presenters are required to cover travel and lodging expenses.

THANK YOU

The 2025 Aging in Texas Planning Committee is so excited to receive your session proposal. It is you, the speakers who help make our conference a success by ensuring our attendees are receiving the best quality content out there and not only educating themselves but enjoying their time with us.

If you have any questions about the session proposal process or the conference, please do not hesitate to contact Bridget Wallenberger at bridgetw@txregionalcouncil.org by calling 512-478-4715.