Aging in Texas Conference

JULY 11–13, 2018 ★ OMNI CORPUS CHRISTI HOTEL

PROPOSAL GUIDELINES

Eligibility and Deadline

Any person or organization interested in the field of aging or who has an interest in services provided to the aging populations is welcome to propose a concurrent session. Required forms are located here.

Proposals are due no later than March 16, 2018 and may only be submitted via email.

General Information

Based upon previous attendance, an estimated 300 individuals will attend the 2018 Aging in Texas Conference (AiTC). Attendees are comprised of senior center managers & staff, law enforcement officers, social workers, nurses, dieticians, regional case workers from both public and private service providers. Attendees also include counselors, care managers, long-term care administrators, home health professionals and many more service delivery personnel working directly with older adults and family caregivers.

For those considering a session, please note the presentation focus areas for the 2018 AiTC. These include, but are not limited to:

- Lifestyles: possible session topics include mental health, physical health, social engagement, spirituality
- Services: possible session topics include program planning, aging/disability network services
- Communities: possible session topics include: partnerships, living/home, senior centers, faith-based organizations
- Innovations: possible session topics include media and technology, research, data
- Enrichments: possible session topics include trainings, protections

Please complete the Education Documentation and the CE Documentation Speaker Biography forms and submit electronically to tarc@txregionalcouncil.org indicating "2018 AiTC Session Proposal" in the subject line.

Please ensure all information fields are complete and accurate prior to submission.

PROPOSAL GUIDELINES (Continued)

Concurrent Sessions

The individual submitting the concurrent session proposal will be designated as the Primary Presenter. The Primary Presenter is responsible for all aspects of the session including: developing and finalizing content, identifying and confirming additional presenters and identifying 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.

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:

- Clear examples, lessons and ideas.
- Thoughtful learning objectives.
- Content that is accurate and relevant to different types of attendees.
- Alternative teaching methods as opposed to traditional session panel, e.g., point/counterpoint style.

Primary Presenter Responsibilities

- Make any necessary refinements based on recommendations by the AiTC Education Planning Committee
- Finalize session format and agenda
- Invite additional presenters and provide their contact information and bios (a liaison with the AiTC Education Planning Committee will follow up with written confirmation)
- Identify appropriate supporting materials and handouts
- Identify and supply any audiovisual needs and advise the AiTC Education Planning Committee liaison of those needs
- Submit an electronic copy of final presentation
- Ensure all deadlines are met

PROPOSAL GUIDELINES (Continued)

Selection Process

The AiTC Education Planning Committee will review and select all concurrent sessions included on the program agenda.

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 focus areas may occur, your session may qualify for conference multiple focus area.

Associated Costs

Audio and visuals such as flip charts, easels, laptop and LCD projector will provided by AiTC organizers if prior noticed received. Please note Wifi will not be available in the training rooms.

<u>Presenters are required to cover travel and lodging expenses.</u>