

# PRESENTATION PROPOSAL GUIDELINES

---

2020 AGING IN TEXAS CONFERENCE



## AGING IN TEXAS CONFERENCE | 2020

May 20-22 | El Paso, TX | El Paso Convention Center

# PRESENTATION PROPOSAL GUIDELINES

## ELGIBILITY AND DEADLINE

Any person or organization interested in the field of aging or who has an interest in services provided to the aging population is welcome to propose a session. The required forms are located below.

Proposals are due no later than March 9, 2020, and may only be submitted via email.

## GENERAL INFORMATION

Based on previous attendance, an estimated 300 individuals will attend the 2020 Aging in Texas Conference (AiTC). Attendees are comprised of Area Agency on Aging staff, senior center managers & staff, social workers, nurses, dieticians, and regional caseworkers 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 conference tracks for the 2020 AiTC. These tracks include some but not all possible session topics.

- 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, senior living facilities, senior centers, faith-based organizations
- Innovations: possible session topics include media and technology, research, data
- Enrichments: possible session topics include a focus on trainings and senior legal protections

Please complete the [Education](#) and the [Speaker Biography](#) Forms and submit electronically to [tmilan@txregionalcouncil.org](mailto:tmilan@txregionalcouncil.org) indicating "2020 AiTC Session Proposal" in the subject line, along with a 2-3 sentence biography and headshot.

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

# PRESENTATION PROPOSAL GUIDELINES

## CONCURRENT SESSIONS

All concurrent 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 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 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.

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.
- Content that is accurate and relevant to different types of attendees.
- Alternative teaching methods as opposed to traditional session pane

## PRIMARY PRESENTER RESPONSIBILITIES

- Make any necessary refinements based on recommendations by the AiTC Education Planning Committee
- Finalize session format
- Invite additional presenters and provide their contact information and bios (a liaison with the AiTC Education Planning Committee will follow up with written confirmation)
- Supply appropriate supporting materials and handouts
- Communicate any audiovisual needs and advise the AiTC Education Planning Committee liaison of those needs
- Submit an electronic copy of final presentation by May 13, 2020.
- Ensure all deadlines are met

# PRESENTATION PROPOSAL GUIDELINES

## SELECTION

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 within tracks may occur, your session may qualify for multiple conference tracks.

## SCHEDULING

The AiTC Education Planning Committee has final decision on session schedule arrangement and session track. If there is a specific date and/or time that cannot work for you, please include this information in your submission 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 \$175.

Audio and visual equipment such as flip charts, easels, laptops, and LCD projector will be provided by AiTC organizers if prior notice is received. Please note Wi-Fi will not be available in the training rooms.

Presenters are required to cover travel and lodging expenses.

---

For any further questions, please contact Talia Milan at [tmilan@txregionalcouncil.org](mailto:tmilan@txregionalcouncil.org).