SESSION PROPOSAL GUIDELINES

AGING in TEXAS CONFERENCE | 2022

August 17-19 ★ El Paso, TX ★ El Paso Convention Center

www.agingintexas.org

GET INVOLVED WITH 2022 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 2022 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 2022.

SESSION PROPOSAL GUIDELINES

HOW TO SUBMIT A PROPOSAL

Please complete the Education Form and Speaker Biography Form found below and submit electronically to tmilan@txregionalcouncil.org indicating "2022 AiTC Session Proposal" in the subject line, along with a 2-3 sentence biography and headshot for each session speaker. The session proposal submission deadline has been extended to **Tuesday, May 24, 2022 at 11:59 pm CDT.** Please note presenters can submit more than one session proposal and any late submissions will not be accepted.

Education Form

Speaker Biography

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

TYPES OF SESSIONS

Keynote Sessions

The 2022 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 50-minute timeslots. The 50-minute timeslot includes time for your session presentation and a question-and-answer period as you choose. 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.

Session proposals MUST be submitted by Tuesday, May 24, 2022.

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PRIMARY PRESENTER RESPONSIBILITIES

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

- Include in your proposal the need for audiovisual equipment or WIFI access for proper session planning
- Make any necessary refinements based on recommendations by the AiTC Education Planning Committee
- Invite and coordinate additional presenters
- Provide additional speakers contact information, bios, and headshots to the AiTC Education Planning Committee liaison
- Finalize session format and submit slides if applicable
- Bring a copy of presentation materials to the conference
- Supply appropriate supporting materials and handouts
- Communicate any questions, concerns, or needs to the AiTC Planning Committee

#2022AiTC

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CONFERENCE SESSION SPOTLIGHT THEMES

For those considering a 2022 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, community or senior centers, state/federal collaboration, government entity relations, media connections, 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.

Living in a World with COVID-19
Session topic examples may include best practices, impacts and solutions, and unique strategies relating to current services or new programs created due to COVID-19.

Sharing Successes – The Texas Way
Session topic examples may include peer and network sharing of creative and successful projects, programs, or ideas and how they were organized and conducted.

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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 session lectures.
- Submit an electronic copy of the final presentation by August 8, 2022.
- 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.

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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 $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.

Presenters are required to cover travel and lodging expenses.

THANK YOU

The 2022 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 Talia Milan at tmilan@txregionalcouncils.org or by calling 512-478-4715.

SEE YOU IN EL PASO!