# Optimal Aging Conference 2024

inspire. innovate. impact. investigate. integrate.

## Call for Presentation Submission Instructions

Thank you for your interest in submitting a presentation proposal for the 2024 Optimal Aging Conference!  Please keep this year's theme, Aging & Health Equity, in mind as you prepare your submission. The deadline to submit proposals is October 31, 2023, at 5:00 PM EDT.

**Below are a few important conference dates to remember.**

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| **October 31, 2023** | Presentation Proposal Submission Deadline |
| **December 1, 2023** | Proposal Acceptance Notification |
| **January 8, 2024** | Speaker Acceptance Due |
| **February 1, 2024** | Early-Bird Conference Registration Opens |
| **March 19, 2024** | Last Day of Early-Bird Conference Registration |
| **April 19, 2024** | Conference Registration Closes |
| **April 20-23, 2024** | 2024 Optimal Aging Conference |

## How Do I Submit a Presentation Proposal?

To start your submission(s), please review the information below in the FAQs then proceed to completing your proposal.  Contact Erica Osborne if you have any questions or concerns, tragerevents@louisville.edu.

## Frequently Asked Questions

- Registration to the 2024 Optimal Aging Conference is required for all presenters.
- Speakers may submit multiple proposals. A new submission is required for each one.
- The "primary speaker" will submit the speaker and presentation material for all speakers in their group.
- The "primary speaker" may return to and update their proposals until October 31 at 5:00 pm.
- Proposals with more than five speakers should contact tragerevents@louisville.edu.
- The proposal process has two steps- submitting speaker and session information, then uploading additional speaker material to Dropbox.
- Start your submission here, use the information below to inform your proposal.

# Speaker and Session Information

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⇒ **Speaker Information**
  Please use the information speakers will use for their conference registration.

- o Speaker's first and last name
- o Title (enter N/A if the speaker does not have a title or organization)
- o Organization
- o Email address
- o Phone number (required for the primary speaker only)
- o Brief 50-word bio

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⇒ **Select Submission Type**
  Please select your preferred presentation type from the following options:

- o <u>60-minute Breakout Session</u>: An in-depth presentation space that allows presenters to explore their respective topic at length. These presentations allow for creative presentation formats, including but not limited to trainings, panel discussions, innovation showcases, case studies, interactive activities, video screenings, and other experiential methods. (Number of Presenters: 1 – 5)

- o <u>Poster Presentation</u>: A conversational presentation format where presenters share their respective topic through a virtual poster display and optional information video. Poster presenters are expected to be present throughout the entirety of their poster session. (Number of Presenters: 1 – 5)

- o <u>3-hour Pre-conference Session</u>: A limited number of workshops will be considered for the conference. These sessions provide an in-depth opportunity to allow presenters the opportunity to explore their respective topic at length. Workshops can be either discipline specific or interprofessional in nature. Workshops will take place on Sunday, April 21 either in the morning, 9:00-12:00, or afternoon, 1:00-4:00. (Number of Presenters: 1 – 5)

*Please note: Keynote Presentations are by invitation only; the conference review committee reserves the right to place your presentation in the style it deems most appropriate. We will contact you regarding any potential changes.*

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⇒ **Enter Presentation Title**
  Please provide a title for your proposed presentation.
  *Note: The Conference Review Committee reserves the ability to modify your title for either program or other marketing needs. We will contact you regarding any potential change.*

⇒ **Select Submission Track**
  Please indicate the conference track that aligns most strongly with your presentation:

  o **Inspire:** This track is for presenters who wish to share their unique experience, story, or testimonial relating to the aging experience. This track provides a platform for individuals to share their personal stories.

  o **Innovate:** This track is for presentations that put forth a new way of relating to the aging experience. While ideal for product and technology, all innovative ideas are welcome.

  o **Impact:** This track is for presentations that evaluate or propose legislation and policies that shape the aging experience. This track highlights advocacy efforts to improve the lives of people as they age.

  o **Investigate:** This track is for presentations that focus on new academic research and findings. This track is designed for academics, students, and learners.

  o **Integrate:** This track is for presentations that focus on interdisciplinary practices, work, systems, or research. This track is oriented to highlight people working to un-silo the aging field.

  o **Caregiver:** This track is for presentations that focus on innovative approaches to caregiving and caregivers. This track is appropriate for professionals, organizations, and individuals to improve caregiving.

  o **Community Health Worker:** This track is for presentations that focus on community health issues, policies, or best practices. This track is oriented to people working in community health and related paraprofessional fields, who connect older adults with services and accommodations that support optimal aging.

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⇒ **Presentation Objectives**
  Please provide three (3) objectives (goals, deliverables) for your proposed presentation. Complete the following prompt: "After attending this session, participants will be able to…"

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⇒ **Select Presentation Day and Time Preference**
  Every effort will be taken to honor a speaker's preference, but presentations may be scheduled at the time deemed most appropriate by the selection committee.
  All 3-hour workshops will be hosted on Sunday, April 21, please select "no preference" for the day of your presentation.

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⇒ **250-word Proposal Description**
  Please provide a description of your presentation, in no more than 250 words, for continuing education purposes. Include pertinent background information, research methodology (as appropriate), and any key findings.

⇒ **50-word Proposal Description**
Please provide a short summary of your presentation. If selected, this language will be used in the conference program. Clicking "next" will submit your proposal. After submitting your proposal an Optimal Aging Conference staff member will follow up with you as soon as possible with instructions and a link to submit the following additional information.

# Upload Additional Speaker Material

After submitting the speaker and session information, a Dropbox folder will be created for primary speakers to upload additional speaker materials for each presentation proposal. Instructions for accessing the folder will be sent after submitting the speaker and session information.

⇒ **Be prepared to submit the following information for your submission:**
   o **Upload a CV or Resume**
   A CV or resume is required for each presenter. Please limit CV/resumes to a max of 15 pages per speaker.  Do NOT include any SS#'s on any of your documents. Upload documents (either Word or PDF) using the following naming convention:
      ▪ **LastName_2024 OAC_Speaker_CV or Resume**
   o **Upload Presenter CEU Disclosure Form**
   Speaker disclosure forms will be issued via DocuSign, to each speaker, upon receipt of the speaker and session information.  The "primary speaker" should upload these documents using the following naming convention:
      ▪ **LastName_2024 OAC_Speaker Disclosure**
⇒ **Selected proposals will be required to submit the following information by March 19, 2024:**
   o **A Presentation Confirmation Form**
   o **Presentation Material- PowerPoints, handouts, etc.**

# Presenter Registration

• Visit the 2024 Optimal Aging Conference website for additional information and to register: https://www.tragerinstitute.org/optimal-aging-conference.
• If you have questions, please contact Erica Osborne, TragerEvents@louisville.edu.

| Category | Early-Bird Registration (Feb. 1- Mar. 19) | Regular Registration (March 20 - April 19) |
|---|---|---|
| **Full Conference Registration** | $375 | $425 |
| **Half Conference Registration** | $200 | $225 |
| **Student/Medical Resident** | $200 | $225 |
| **Senior Citizen (65+)** | $200 | $200 |
| **Pre-Conference Full Day** | $75 | $100 |
| **Pre-Conference Half Day** | $50 | $75 |
| Additional cost for continuing education- $40 per day | | |