VILLAGE TO VILLAGE NETWORK

CONFERENCE

SEPTEMBER 18-20, 2019 CHICAGO

~CONNECTING GENERATIONS~

CALL FOR PROPOSALS

VILLAGE to village network®

VTVNETWORK.ORG

This year is the 11th Annual National Village Conference!

Villages provide opportunities to build social connections, be engaged in meaningful activities, continue using one's knowledge and experience, give and receive help when needed, and get assistance in navigating the challenges of life. Villages have led the way in opening up exciting new possibilities for how we are living our lives and changing the way we think about aging. The NVC is an opportunity for you to share innovative ideas and highlight the effective practices that make your Village or organization a success.

We invite all Villages and organizations supporting Villages to share their expertise, research and best practices by submitting a presentation proposal to the VtV Network by **March 1, 2019**. This document provides instructions and explanatory information to guide you through the proposal submission process.

Specific focus areas under which each presentation should fall are included to shape this year's breakout sessions to fit within the 2019 theme: **Connecting Generations**

Please choose from one of the three focus areas and identify the topic on which to focus your presentation. You may expand upon the examples given if you so desire. The examples are not an exhaustive list! All topics under these categories are welcome to be submitted.

Focus One: Village Workshops, Programs and Operations

Intended Audience: We would like sessions on these topics for Villages in various stages of development and operation. For example, a session on member recruitment for a newly opened Village and a different session on member recruitment for older operational Villages.

Suggested topics:

- Starting a village-panel/speakers

- Village operations

- Branding/Communication/Marketing/PR

- Fundraising/Fund development

- Board development

- Succession planning

- Member recruitment and retention

- Volunteer recruiting and management

- Community Living/Liveable Communities

- Village Operations/Administration

- Sustainability

Focus Two: Collaboration, Partnerships
Intended Audience: Developing Villages, Villages with an active membership, Operating Villages with sustainability concerns.

Suggested Topics:

- Frail Members

- Engagement and programming

- Isolation

- Advocacy/State/Federal

- Coordinating with other service providers

- Collaboration with hospitals & other care providers

- Engagement and activism (community outreach, making a difference, community projects)

- Advances/Use of technology in improving health

- Peer to peer workshops

- Experts in business/successful business practices

- Successful business practices

- Fundraising/Planned giving campaigns

- Liveable community/Age Friendly

Focus Three: Technology & Aging
Intended Audience: Everyone.

Suggested Topics:

- Overview of office platforms

- Technology and isolation

- Technology for caregiver support

- Technology to enhance members' lives

- Technology for office management

Proposal Guidelines

Consider the following when formulating your proposal:

- How can I frame my proposal to fit within the theme?

- How have you approached these topics in your community/Village?

- Do you have a unique approach to one of the topics above that can benefit other Villages?

- Which audience can my presentation best serve?

- Will my presentation have a lasting value that other Villages can bring back home and implement?

- Length/Format for your presentation:

    ►45 minute panel discussion – Maximum of 2 speakers

    ►45 minute speaker topic

    ►60 minute panel discussion – Maximum of 3 speakers

    ►60 minute interactive workshop - Maximum 3 speakers

Each presentation needs to fit in the allotted time, including time dedicated to questions and discussion from the audience.

*All materials listed above must be received through the submission form by the deadline of **March 1, 2019** in order for your proposal to be considered. All submissions are to be sent via email to **vtv@vtvnetwork.org**.*

Proposal Submissions

1. Select Preferred Workshop Length – Final workshop length will be determined by VtV Network staff and planning committee.

2. Conference Track, Specific Topic and Title – Provide the track you feel your topic falls under and the specific topic you will focus on. Any and all topics will be accepted and reviewed. The bulleted topics listed above are options we feel are important, but are not exhaustive lists.

3. Primary Contact Person, List of Presenters and Moderator – Submissions should include for the primary contact and each presenter: name, title, agency, mailing and email addresses, telephone, and phone number. The primary contact will receive all correspondence related to the presentation and is responsible for forwarding such information to all presenters.

4. Learning Objectives – Please list at least three learning objectives for each presentation. Please describe if your session will integrate attendee participation.

5. Presentation Description – Please provide a 40-50 word summary of the proposed presentation to be used in the conference program. Please provide a full-length description of the presentation as well; this can be in an outline format.

6. Intended Audience – Submissions should be able to describe the intended audience and include the conference attendees most likely to benefit from the session.

7. Presentation Format - Lecture, Panel, Workshop, or small group discussions

8. Presenter Qualifications – Submissions must provide brief bios (3-4 sentences) for all presenters included in the proposal. The bio will be used for 2019 NVC promotions.

9. Technology (A/V) Needs – Village to Village Network will provide all presenters a screen, LCD projector and one microphone to support the workshops. If you require additional audio and visual equipment, including internet, laptop, additional microphones, flip charts, white board and visual aids, etc, there are additional fees that will be the responsibility of the presenter. Please be sure to identify this on your submission form. There is a FedEx office located on the hotel property for presenters convenience.

Session Format: Submissions should focus on "how to," "best practice," or "lessons learned" content. The session should have a lively and interactive format that will facilitate networking among participants and promote an exchange of ideas. We strongly encourage using diverse and innovative ways of conducting your presentation. Partner organizations must present subject matter and not solicitation of goods or services.

Fees: Presenters will receive a **20% discount** on the registration fee for the conference. Upon acceptance of your proposal, you will be given special instructions for registering at the discounted speaker rate. All presentation materials must be submitted no later than close of business **Friday, August 23, 2019**.

Responsibility of Panelists: By submitting this proposal, each panelist agrees to do the following:

● Submit a copy of your PowerPoint presentation or handouts to upload for attendees to the Village to Village Network Website by **August 23, 2019**.

● Complete the discounted registration for the Conference.

● Be responsible for bringing a laptop and/or your PPT to show during your workshop.

● Arrange for your transportation and lodging with information provided from Village to Village Network. Discounted rooms are available at Sheraton Grand Chicago for all conference attendees on a first come, first served basis. Visit www.vtvnetwork.org for more information.

Selection: Submitted proposals are encouraged from both members and nonmembers of the Village to Village Network. The selected proposals for this years conference will be notified by **May 1, 2019** by email to the primary contact person listed on the submission form.

Please complete the full Submission Form and send additional materials to:
vtv@vtvnetwork.org.

Attach additional pages as needed

Submission Form

Email Address: _____

Presentation Title: _____

Presentation Focus:

☐ Village Workshops, Programs and Operations

☐ Collaborations and Partnerships

☐ Technology and Aging

Basic Session Information:

Specific Topic(s) Your Presentation Will Focus On: _____

_____

Intended Audience:

☐ Opportunity Villages

☐ Developing Villages

☐ Open Village less than 2 years

☐ Open Villages 2-5 years old

☐ Mature Village 5+ years old

☐ General Audience

☐ Other: _____

Preferred Workshop Length:

☐ 45 minute panel discussion – Maximum of 2 speakers

☐ 60 minute panel discussion – Maximum of 3 speakers

☐ 60 minute interactive workshop - Maximum 3 Speakers

☐ Lecture - Maximum of 2 speakers

☐ Small Group Discussions - Maximum of 3 speakers

☐ Other: _____

Submission Form

Learning Objectives: Please describe what attendees will take away from attending your session. Include how your session will encourage attendee participation.

Learning Objective 1: _____

Learning Objective 2: _____

Learning Objective 3: _____

Summary of Your Session: Please keep this a brief summary of your session, this will be included on the website and in the program if your session is selected.

Presentation Summary (40-50 words): _____

_____

Full Description: The full description will provide the reviewers with a more in depth overview of your entire session. Please provide as much detail as possible within the limit of 500 words.

Full Presentation Description (500 words or less): _____

_____

Equipment Needs:

☐ Wireless Internet Access

☐ Speakers/Audio to play Videos

☐ None

☐ Other: _____

Primary Speaker Information: Please list the person that you would like to be the main contact for all information regarding your session.

Name: _____

Title: _____

Credentials (if applicable): _____

Village/Organization Name: _____

Address: _____

Email: _____

Phone: _____

Speaker Brief Bio (75-100 words): _____

_____

Submission Form

Additional Speaker:

Name: _____

Title: _____

Credentials (if applicable): _____

Village/Organization Name: _____

Address: _____

Email: _____

Phone: _____

Speaker Brief Bio (75-100 words): _____

_____

Additional Speaker:

Name: _____

Title: _____

Credentials (if applicable): _____

Village/Organization Name: _____

Address: _____

Email: _____

Phone: _____

Speaker Brief Bio (75-100 words): _____

_____

Questions?
For more information or questions please contact the Village to Village Network team at the following contact information:

Call: 617-299-9638   Email: vtv@vtvnetwork.org   Visit: www.vtvnetwork.org

Attach additional pages as needed.