NATIONAL VILLAGE CONFERENCE

Charlotte
North Carolina
October 5-7, 2020

20/20

Call For Proposals

~Clear Vision for the Future~

VILLAGE to village network ®

Proposal Guidelines

Call for NVC Presentations!

This year is the 12th 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 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 **Friday, March 6, 2020.** 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 theme: **"20/20: Clear Vision for the Future"**

Please choose from one of these 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. Focus sessions on Village 101, volunteer recruitment, best practices for Villages in development and for a newly opened Villages. This year VtVN will highlight sessions on member recruitment, financial sustainability, social memberships, aging Villagers and board retention for older operational Villages.

Suggested topics:

- Starting a Village

- Branding/Communication/Marketing/PR

- Fundraising/Fund development

- Board development

- Succession planning

- Member recruitment and retention

- Volunteer recruiting and management

- ED roundtable

- Village models (volunteer managed, hub & spoke, paid staff, faith based, sponsored, etc.)

- Rural/Urban Villages
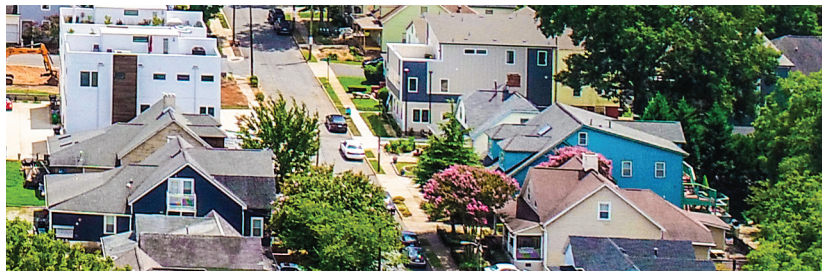
Hosted by
Village to Village Network

Our Mission: The Village to Village Network is the essential tool that enables community members to build and sustain thriving Villages. The Network creates interactions that connect Villages with resources, education and expertise.

Focus Two: Collaboration, Partnerships & Programs

Intended Audience: Villages 3+ years, Villages with an active membership, Operating Villages with sustainability concerns.

Suggested Topics:

- Identifying and engaging at-risk members
- Engagement and programming
- Assisting frail members
- Fall prevention
- 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 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?

Please also consider these guidelines:

- Length/Format for your session. Each presentation needs to fit in the allotted time, including time dedicated to questions and discussion from the audience.

    ▶ 45 minute panel discussion – Maximum of 2 speakers

    ▶ 60 minute panel discussion – Maximum of 3 speakers

    ▶ 60 minute interactive workshop - Maximum 3 speakers

Preference will be given to those sessions that include:

- A speaker from a Village as well as an "expert" or another organization.

- Balance of Village board, member and staff presenters.

- Presentations that include a diverse group of Villages.

- Promising practices that can be replicated by other Villages.

- No solicitations or endorsement of products.

All submissions must be received by the deadline of **Friday, March 6, 2020** in order for your proposal to be considered. Submissions can be sent via email to ***vtv@vtvnetwork.org***. If your presentation is selected, you will be notified by **Monday, April 6, 2020**.

All proposals will include the following:

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 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, and phone number. The primary contact will receive all correspondence related to the presentation and is responsible for forwarding such information to all presenters. Please identify one speaker as the moderator. The moderator will lead the discussion/presentation and will be in charge of moving the session forward and keeping within allotted time.

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. Keep it concise! We have limited space in the printed 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 NVC promotions.

9. **Technology (A/V) Needs** – All conference rooms will be equipped with a screen, LCD projector and one microphone to support the workshops. If you require additional audio and visual equipment, including internet, laptop, additional microphones, there may be additional fees that will be the responsibility of the presenter, please be sure to identify this on your submission form.

General Information

Sessions will be conducted throughout the duration of the conference. Presenters must be available for the full conference until the schedule is finalized. A tentative schedule of sessions will be available by May 1, 2020.

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 **10% discount** on the registration fee for the conference. *(Not to be combined with other discounts.)* Upon acceptance of your proposal, you will be given special instructions for registering at the discounted speaker rate. As part of your agreement in speaking at the 2020 NVC and acceptance of your registration discount, it is our expectation that you will submit your presentation materials prior to the conference. All presentation materials must be submitted no later than close of business **July 1, 2020**.
Early bird registration will also end on May 1, 2020.

Equipment: Please indicate equipment requests on the 2020 Submission Form. Equipment provided for the conference includes, screen, LCD projector and one microphone. Speakers are required to bring laptop, DVD Player, speakers, whiteboard or flip chart and any other materials or equipment that you may need. *Presenters are responsible for any cost of recorded sessions.*

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 **July 1, 2020**.

● Complete the presenter agreement for the Conference by **May 1, 2020**.

● 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 the conference hotel for all 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 **April 6, 2020** 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.
For more information or questions, please call us at: **617.299.9638** *or send an email to the above address.*

Submission Form

Email Address: _____

Presentation Title: _____

Presentation Focus:

☐ Village Workshops, Programs and Operations

☐ Collaborations and Partnerships

☐ Technology and Aging

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: _____

Attach additional pages as needed.

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): _____

_____

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.