# Optimal Aging Conference Proposal Submission Instructions

Thank you for your interest in submitting a presentation proposal for the 2020 Optimal Aging Conference!

Please review the following information carefully before submitting your proposal.

**Submission Deadline Extended:** January 6, 2020 at midnight

## Where do I submit my proposal?

Please submit your proposal at:
http://www.tragerinstitute.org/proposal20

This link will take you to the Conference's presentation proposal submission page. Please note: all proposals must be submitted via the online application. If this is an issue for you, please contact us by email TragerInstitute@louisville.edu or by phone (502) 588-4340, etc. 2.

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## How do I submit my presentation proposal?

There are two ways to log into the online application:

### 1. Existing Users (if you already have a username/password)

If you receive emails from the UofL Trager Institute or have attended last previous Optimal Aging Conferences, you already have a username and password. Your username can be found in your most recent email from the UofL Trager Institute. Please fill in the information as prompted on the Login page.

If you cannot remember your password or username, please click on the help links provided below the existing users login section, shown below.

## 2. New Users (if you DO NOT already have a username/password)

If you do not have a username/password for the website, please enter your email in the "New Users" section of the login page and click "Register."

**New Users**

If you are a new user, enter your email address below to login.

Email

By providing your email address, you agree to receive emails from the Institute for Sustainable Health & Optimal Aging.

Register

Having difficulty logging into the form? Don't hesitate to contact us at: TragerInstitute@louisville.edu or (502) 588-4340, etc. 2. We are happy to help!

**For University of Louisville staff & faculty**: please note, your username/password for the Trager Institute's website are not connected to your UofL ID/password.

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## Read before you begin:

Before you begin, there are several important things to know:

1) You will not be able to save your application and come back to it later. Please be prepared to submit your application in full once you begin the proposal submission form.

2) Due to CEU requirements, we will need the CV or Resume of all presenters. Please have these documents ready to submit, along with the information about your co-presenters, when you begin the proposal submission form.

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## What are the elements of the proposal application?

There are main sections of the presentation proposal application: 1) Presenter(s) Information and 2) Presentation Information.

### Part I: Presenter(s) Information

Presenter Name
   o Please provide appropriate prefix and suffix.

Discipline
   o Indicate the general discipline you represent as it relates to the content of your proposed presentation.

o If you are retired: please indicate the discipline with which your presentation most aligns.

Professional Affiliation
o Provide the organization with which you are professionally affiliated (i.e. academic institution, service provider, etc).
o If you are retired, please indicate "Retired" in this field. Feel free to share a previous affiliation when relevant to your proposed presentation.

Position
• Please provide your job title at the agency affiliation provided.
• If you are retired: please fill with "NA."

Role
• Please indicate the role that most applies to you.

Address (physical)
• Provide the physical address that is most relevant to your role as a presenter.

Email
• Please provide the email you would like to be affiliated with your proposal submission. We will conduct all communications, including acceptance notifications and other important information, via the email you provide.

Phone
• Provide the phone that is most relevant to your role as a presenter

Upload CV, Resume, or Bio
• You will need to provide an updated CV, resume, or bio when you submit your presentation proposal. If you do not have either a CV or a resume, please complete the Presenter Bio Template and upload as prompted in the on-line application.

Additional Presenters (co-presenters)
• The Conference Review Committee assumes that the primary presenter is the individual who is submitting the application. There is space available for five (5) co-presenters in addition to the primary presenter whose name is associated with the application.
• The following information is needed for each co-presenter:
o Name, Organization affiliation, and Position
o Email
o CV/Resume (if a co-presenter does not have a CV or resume, please have them complete our Presenter Bio Template)

**Part II: Presentation Information**

Section Overview:
- Presentation Title
- Presentation Type
- Presentation Track
- Objectives
- 250 Abstract
- 50-Word Description
- Presenter Agreement

Presentation Title
- Please provide a title for your proposed presentation.
- Please 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.

Presentation Type
- Please select your preferred presentation type from the following options:

  1. 90-minute Workshop
  2. Poster Presentation
  3. No Preference

  *Please note: The Conference Review Committee reserves the right to place your presentation in the style it deems most appropriate.*

- Description of Presentation Types:

  - **90-Minute Workshop:** An in-depth presentation space that allows the presenter(s) 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 – 6

  - **Poster Presentation:** A conversational presentation format where presenters share their respective topic through a static poster display. Poster presenters are expected to be present throughout the entirety of the poster session.

    - Number of Presenters: 1 – 6

Presentation Track
- Please indicate with which of the following conference tracks your presentation aligns most strongly:

  - **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.

  - **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.

  - **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.

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

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

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

Proposal Description (250-word maximum)
- Please provide a brief description of your presentation in no more than 250-words. Please include pertinent background information, research methodology (as appropriate), and any key findings. To ensure this information is not lost, please upload this language either via a Word document or PDF.

Summary (50-word maximum)
- Please provide a short summary of your proposal. If selected, this language will be used in the conference program.

Presenter Registration Agreement

- All presenters, including primary presenters and any co-presenters, are required to pay for conference registration to present and attend the conference. Pricing

varies per presenter based on applicable Conference registration categories.

The below prices for 2020 Optimal Aging Conference registration:

| Category | Early-Bird Registration (Jan 15 - March 15) | Regular Registration (March 16 - April 10) |
|---|---|---|
| Student/Medical Resident | $100 | $110 |
| Senior Citizen (65+) | $100 | $110 |
| Full Registration | $275 | $295 |

# Have Questions?

# Don't hesitate to contact us at: TragerInstitute@louisville.edu or (502) 588-4340, etc. 2

# We are happy to help!