Optimal Aging Conference Call for Presentation Submission Instructions

Thank you for your interest in submitting a presentation proposal for the 2022 Optimal Aging Conference! Please review the following information carefully to inform your presentation submission. All proposals must be submitted via the online application. Contact Kelly Nason if you have any specific questions or concerns: kanaso01@louisville.edu.

Submission Deadline: December 31, 2021, at 11:59 PM.

Important Conference Dates

December 31, 2021	Presentation Proposal Submission Deadline
January 15, 2022	Proposal Acceptance Notification
January 15, 2022	Early-Bird Conference Registration Opens
January 24, 2022	Speaker Acceptance and Material Due
April 1, 2022	Last Day of Early-Bird Conference Registration
April 23, 2022	Conference Registration Closes
April 23-26, 2022	2022 Optimal Aging Conference

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

1) You can save your application and come back later. After registering, you can return to your saved application and update your submission(s) by logging in with your username and password, until 11:59 pm on December 31st. Up to four additional presenters can be added to each submission.

2) Due to CEU requirements, it is very important for the presenter(s) to submit all of the presenter and presentation information. Please note, if your presentation is accepted for the Optimal Aging Conference you will need to submit a draft of your PowerPoint presentation and handouts as part of your abstract submission. You will be able to edit and update the PowerPoint you use for the conference.

Submit Your Presentation Proposal(s).
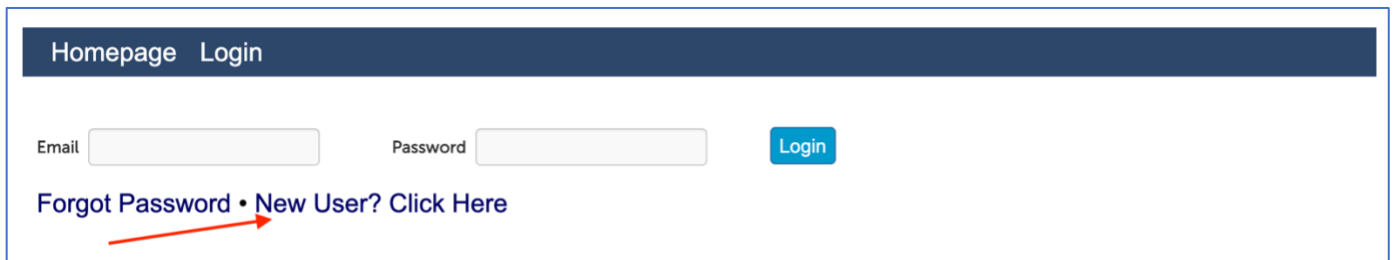
Please click the following link to start your submission:
https://prod-iso.eventscloud.com/eSites/oac2022/Homepage

Create an Account:
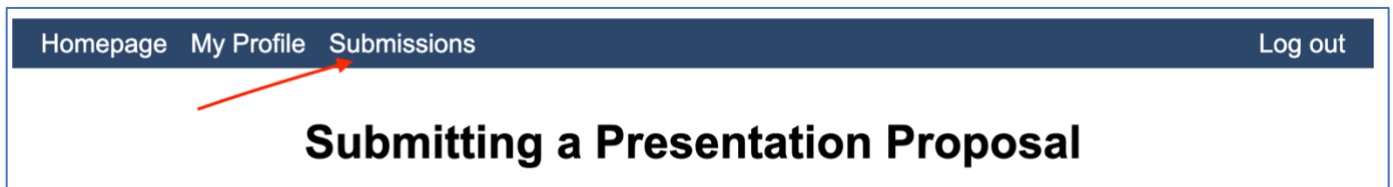
⇒ Select "Login"

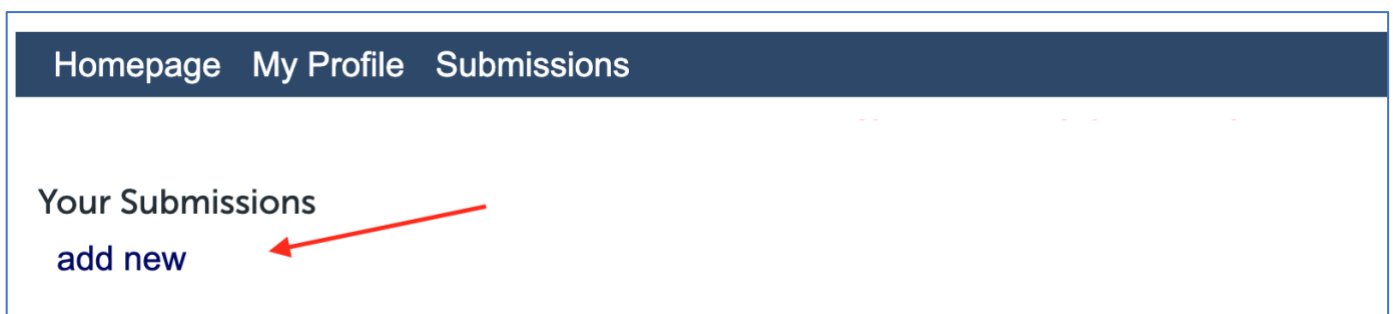⇒ First Time Users, click the "New User" button.

⇒ Fill in the presenter information as prompted. Provide the contact information (email and phone number) you would like to be affiliated with your proposal submission(s).

⇒ Once your account is created, click the "Submissions" link.

⇒ For each new Submission, click "add new"

Complete the Elements of the Proposal Application.

⇒ **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 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 – 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)

Please note: The Keynote Presentation option is by invitation only; the Conference Review Committee reserves the right to place your presentation in the style it deems most appropriate.

⇒ **Select Submission Track**
Please indicate 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.

⇒ **Enter Presentation Title**

⇒ **Select Presentation Day and Time Preference**
Please note: The "Sunday CEU option is by invitation only; also, presentations may be scheduled at the time deemed most appropriate by the selection committee.

⇒ **Enter Presentations Details**
Submissions must include the following information:

- Three Objectives
- 250-word Proposal Description
- 50-word Proposal Description for the Conference Program

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.

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…"

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

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

⇒ **Upload CV or Resume**
A CV or resume is required for each presenter.

⇒ **Upload a Speaker Disclosure Form**
Download, complete and upload **this form**. A disclosure form is required for each presenter.

⇒ **To Add Additional Presenters** (co-presenters) click "add new"
The Conference Review Committee assumes that the primary presenter is the individual who is submitting the application. There is space available for 4 additional co-presenters in addition to the primary presenter whose name is associated with the application.

Additional presenters
add new ⟵

Presenter Registration

- A paid conference registration is required for presenters to attend any session at the Optimal Aging Conference besides their presentation session.
- Pricing varies per presenter based on applicable Conference registration categories.
- Presenters will be notified when registration opens.

2022 Optimal Aging Conference registration:

Category	Early-Bird Registration (Jan 15 – April 1)	Regular Registration (April 1-April 23)
Student/Medical Resident	$50	$75
Senior Citizen (65+)	$50	$75
Full Registration	$150	$175

If you have questions, please contact Kelly Nason: kanaso01@louisville.edu.