



Optimal Aging Conference Call for Presentation Submission Instructions

Thank you for your interest in submitting a presentation proposal for the 2023 Optimal Aging Conference! Please review the following information carefully to inform your presentation submission. All proposals must be submitted via the online application. Contact Erica Osborne if you have any specific questions or concerns: erica.osborne@louisville.edu.

Extended Deadline: December 16, 2022, at 11:59 PM EST

Important Conference Dates

December 16, 2022	Presentation Proposal Submission Deadline
January 3, 2023	Proposal Acceptance Notification
January 10, 2023	Speaker Acceptance and Materials Due
February 15, 2023	Early-Bird Conference Registration Opens
March 20, 2023	Last Day of Early-Bird Conference Registration
April 14, 2023	Conference Registration Closes
April 15-18, 2023	2023 Optimal Aging Conference

How Do I Submit My Presentation Proposal(s)?

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

You can save your application and come back later. Once you have registered, use your username and password to update your submission(s) until the portal closes on December 16 at 11:59 PM EST.

- 1) Up to four presenters can be added to each submission.
- 2) Due to CEU requirements, it is very important presenters submit all of the presenter and presentation information. If your presentation is accepted for the Optimal Aging Conference you will need to submit a finalized PowerPoint presentation and handouts by February 15, 2023 (60 days in advance of the conference).

How to Submit Your Presentation Proposal(s).

Please click the following link to start your submission:

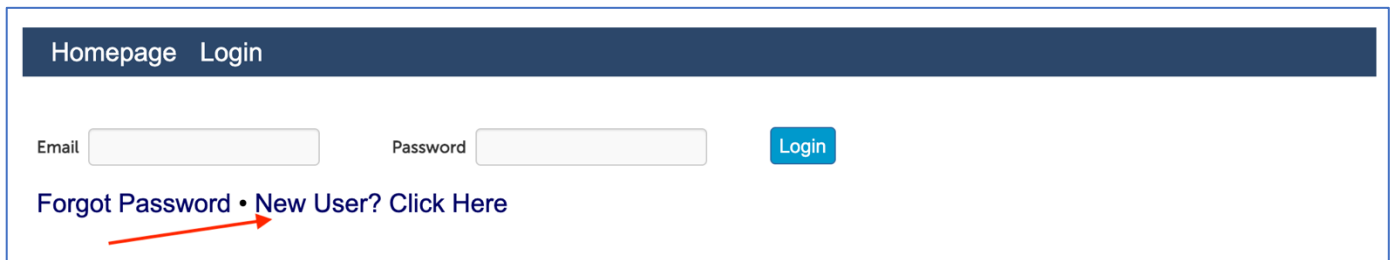
<https://na.eventscloud.com/eSites/721734/Homepage>

Create an Account:

⇒ Select “Login”

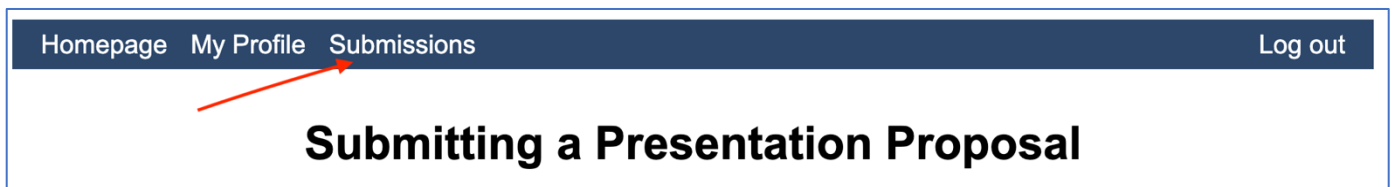


⇒ First time users, click the “New User” button. Returning users can simply enter their email address and password.

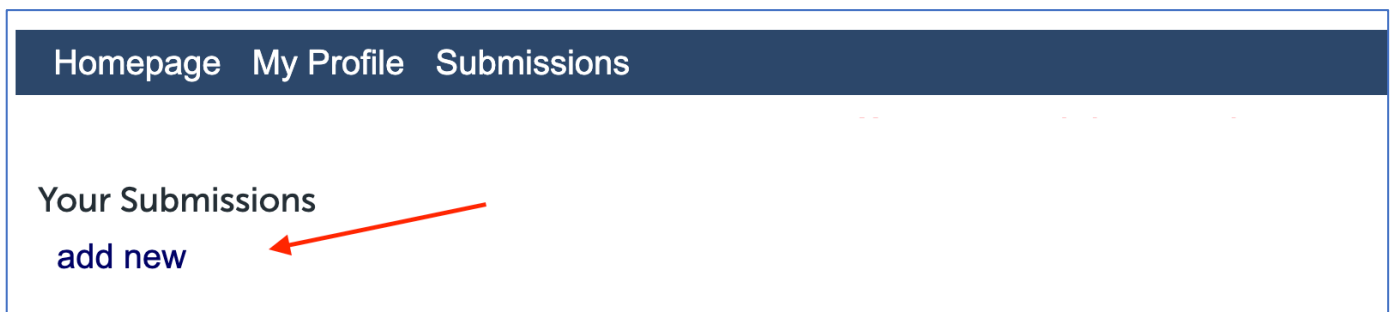


⇒ Please fill in the presenter information as prompted. Please provide the contact information (email and phone number) you would like to be affiliated with your proposal submission(s).

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



⇒ For each new Submission, click “add new”



Complete the Proposal Application.

⇒ **Select Submission Type**

Please select your preferred presentation type from the following options:

- **60-minute Breakout Session:** 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 – 4)
- **Poster Presentation:** 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 – 4)

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.

⇒ **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 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 un-silo the aging field.

⇒ **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.

⇒ **Three 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...”

⇒ **50-word Proposal Description**

Please provide a short summary of your presentation. If selected, this language will be used in the conference program.

⇒ **250-word Proposal Description**

Please provide a longer 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.

⇒ **Upload Presentation Documents**

Submit a document (either Word or PDF) with the following information:

○ **Upload 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 using the last name of the primary speaker and the following naming convention:

▪ **LastName_2023 OAC_Speaker Resume**

○ **Upload Presenter CEU Disclosure Form**

A Speaker Disclosure form is required for each presenter. Download, complete and upload [this form](#). Upload documents using the last name of the primary speaker and the following naming convention:

▪ **LastName_2023 OAC_Speaker Disclosure**

○ **Draft PowerPoint Presentation**

The draft presentation should include the presentation title, speaker(s) names/affiliations, and a slide with the objectives. Final presentations are due February 15, 2023. Upload documents using the last name of the primary speaker and the following naming convention:

▪ **LastName_2023 OAC_Speaker Presentation**

○ **Upload Additional Speaker CV/Resumes and Speaker Disclosure forms**

▪ **LastName_2023 OAC_Speaker Resume**

▪ **LastName_2023 OAC_Speaker Disclosure**

⇒ **To Add Additional Applicants** (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 3 co-presenters in addition to the primary presenter whose name is associated with the application.

Additional applicants

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.
- Visit the 2023 Optimal Aging Conference website for registration information:

Category	Early-Bird Registration (Feb 15 – March 20)	Regular Registration (March 21 - April 14)
Exhibitor	See exhibitor application	---
Student/Medical Resident	\$50	\$50
Senior Citizen (65+)	\$50	\$50
Full Conference Registration	\$150	\$175
Half Conference Registration	\$75	\$75

[https://www.tragerinstitute.org/optimal-aging-conference.](https://www.tragerinstitute.org/optimal-aging-conference)

If you have questions, please contact Erica Osborne:
erica.osborne@louisville.edu.