



2018 Call for Presentations

LeadingAge New Jersey's 2018 Annual Meeting & Expo

June 5-7 · Harrah's Waterfront Resort & Conference Center · Atlantic City

Life on Purpose

LeadingAge New Jersey is seeking substantive, engaging, interactive educational sessions that are applicable across the continuum of aging services for our 2018 Annual Meeting & Expo. This event brings together providers from not-for-profit and mission-based organizations across the spectrum of aging services, including assisted living, Life Plan Communities (CCRCs), home and community based services, hospice, senior housing, and skilled nursing communities. Participants include CEOs; administrators; executive team members; housing managers; and directors of nursing, finance, social work, rehabilitation, human resources, recreation, and adult day health care. [Presentations by our Provider Members are encouraged and given preference in the selection process.](#)

Presentation Structure

Sessions should provide an engaging learning experience; incorporate interactive educational methods; provide take-home resources to the fullest extent possible; and demonstrate measurable outcomes and results. Submissions will be reviewed to develop a high-quality, well-balanced, and interactive education program. Submissions not selected for the 2018 Annual Meeting may be considered for future programming.

The selection committee encourages expanding the educational format beyond the traditional teacher/student PowerPoint format. All presenters are encouraged to use other learning formats to allow for a deeper and more personalized learning experience for attendees, along with practical information they can take home and implement immediately such as:

- Case-study format
- Small group problem-solving
- Panels with LeadingAge New Jersey members are encouraged (maximum of 3-4 panelists)*
- Learning lounge format with speaker as facilitator with focus on topic discussion among attendees

Proposals that offer an interactive shared-learning approach and sessions that are designed to focus on best practices and creative solutions to a specific challenge are especially preferred for 2018.

****A maximum of two panelists qualify for the complimentary registration.***

Important Dates

- Submission deadline: December 1, 2017
- Decision notification: January 17, 2018
- Session materials due to LeadingAge New Jersey: May 11, 2018
- Presentations: June 5, 6, & 7, 2018

Selection Criteria

Submissions are reviewed and chosen to provide a balanced education program. A peer review committee of LeadingAge New Jersey members and association staff review submissions based on, but not limited to, the following criteria:

- Overall quality of content
- Inclusion and involvement of LeadingAge New Jersey members and their best practices
- Qualifications and expertise of all presenters
- Applicability to service providers across the continuum of care
- Timeliness and relevance of topic to the field of aging services
- Operationally focused, providing members with immediate "take-aways"
- Alignment with the conference theme: *Life on Purpose*
- Proposals that appear to be focused on selling a product or service will be rejected
- Preference given to Provider Member led presentations

Compensation

LeadingAge New Jersey does not provide compensation (honoraria, travel reimbursement, program development, etc.). All Annual Meeting presenters will receive a complimentary registration for the day of their presentation and may attend other same day sessions at no charge.*

*A maximum of two panelists qualify for the complimentary registration

Proposal Submission

A completed proposal application must be completed and submitted with resumes and biographies for each presenter to LeadingAge New Jersey on or before Friday, December 1, 2017. Incomplete proposals or proposals received after this date will not be included in the review process. You will receive an email notice that your proposal has been received within two (2) business days of receipt. Submitters for the Annual Conference & Expo will be notified of the official status of their proposal when all final selections are made in December 2017.

Save this form to your computer as **LANJ CFP 2018-'presentation title'** as a Word or PDF document, complete, and attach and email to **agreenbaum@leadingagenj.org**.

Handout Materials

- LeadingAge New Jersey does not reproduce handout materials.
- Should your proposal be accepted for the 2018 Annual Meeting & Expo, an electronic version of the session handout materials must be submitted by Friday, May 11, 2018.
- Session Materials will be posted online and made available for participants to download, prior to the start of the conference.

Submission Deadline: [Friday, December 1, 2017](#)
Application available online @ www.LeadinAgeNJ.org

2018 LeadingAge New Jersey Annual Meeting & Expo

Proposal Submission Form

**Please save this to your computer as:
“LANJ CFP 2018 - ‘presentation title’”**

Organizations and individuals may submit a maximum of three proposals (all submissions by different individuals from the same organization, count towards the limit of three). Proposals received after the deadline of **December 1, 2017**, will NOT be considered for review. Please use this form for all submissions.

CHECK ONE

- LeadingAge New Jersey Provider Member LeadingAge New Jersey Business Partner Other

SESSION LENGTH - Breakout sessions for the 2018 Annual Meeting will be **75 minutes** in length. Learning lounge sessions will be **20 minutes** in length.

SESSION TITLE - Use a title that is informative and clearly reflects the session content

Note: Modifications to session title & proposal may be requested prior to final selection

SESSION NARRATIVE

This summary should concisely describe your presentation and will be used to evaluate the overall significance, applicability, and quality of its content. (200-500 words)

SESSION LEARNING OBJECTIVES and COURSE CONTENT/TOPICS

Specify, beyond the session narrative, what participants will learn as a result of attending your presentation. (“At the conclusion of this session, participants will be able to...”)

List three (3) measurable educational goals/objectives* of your session and provide a brief outline of the content for each objective listed.
(*See ‘Writing Measurable Objectives’ attachment.)

Objective 1:
Content Description 1:

Objective 2:
Content Description 2:

Objective 3:
Content Description 3:

PRESENTATION STRUCTURE

Describe the education methods that will be used to deliver the session content.
(i.e., blended learning, case study discussions, interactive panel discussion, learning lounge, large group debrief, etc.)

- Blended Learning
- Case Study Discussion
- Hands-on Demonstration
- Interactive Learning
- Interactive Panel Discussion
- Large Group Debrief

EDUCATIONAL FOCUS AREA

Identify the Educational Track area that best meets proposed content (check only one):

- Care/Service Redesign and Innovation
- Managed Care & Other Payment Innovations
- Behavioral Health
- Technological Innovations
- Workforce Retention, Training, & Recruitment
- Consumer & Caregiver Supports
- Diversification in Governance and Operations
- Other _____

EDUCATION LEVEL

Identify the education level of the content to be presented (check only one).

- Basic Intermediate Advanced

TARGET AUDIENCE

Select all that apply

- | | |
|--|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> CEO/Executive Director | <input type="checkbox"/> Marketing/Development |
| <input type="checkbox"/> Department Head/Manager | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Executive/Leadership Team | <input type="checkbox"/> Plant Operations/Facilities |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Housing Managers | |

AGING SERVICES CONTINUUM

Indicate which area(s) of the continuum BEST represents your session content and target audience.

- | | |
|---|--|
| <input type="checkbox"/> Affordable/HUD Housing | <input type="checkbox"/> HCBS (home health, hospice, adult day services, etc.) |
| <input type="checkbox"/> Assisted Living | <input type="checkbox"/> Independent Living |
| <input type="checkbox"/> Life Plan Community (CCRC) | <input type="checkbox"/> Skilled Nursing |

TARGET AUDIENCE (check all that apply).

- | | |
|--|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> CEO/Executive Director | <input type="checkbox"/> Marketing/Development |
| <input type="checkbox"/> Department Head/Manager | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Executive/Leadership Team | <input type="checkbox"/> Plant Operations/Facilities |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Social Work |
| <input type="checkbox"/> Housing Managers | <input type="checkbox"/> Other _____ |

PRESENTER INFORMATION

Lead Speaker /Proposal Submitter

This individual will be the main contact for the session, responsible for all session logistics and serve as session facilitator onsite.

Name	Title	Organization
E-mail		
Telephone:		

- Additional Speakers: Yes No

Additional Speaker(s) Listing

Name	Title	Organization

Include Resume/CV and bio for each speaker, proposals submitted without bios for each speaker will not be reviewed.

Prospective Speaker Terms and Conditions

As a prospective speaker I agree to:

- Keep the meeting dates of June 6 & 7, 2018, available until notified of the status of my proposal.
- Adhere to submission deadlines for all requested material (i.e. CE accreditation documentation; speaker bios; and handout Materials)
- Complete a Presenter/Planner Biography Form for each person who will be presenting during the session
- Inform LeadingAge New Jersey within 60 days of the presentation if for any reason the session will not be given.

I understand and agree to comply with all the above terms and conditions and will inform all co-presenters of this policy.

E-Signature

Date