

Instructions for Proposal Submission



The submitter (“Author/Presenter”) of the proposal might find these tips helpful before beginning the online proposal process. Please print and read these instructions to help you meet the ~~June 29th~~ **JULY 1** deadline for submission (Midnight Eastern Time). These are instructions only---the form is completely online so you must log in to complete it.

Getting started:

Regardless of speaker status in previous years, you must create a profile by clicking on the link on the submissions page.

Watch for an email (which should arrive within 10 minutes). You may need to check add attendeeinteractive.com to your “safe senders” list.

Use the login credentials given in the email to enter the submission page.

Email facultyinfo@asaging.org if you have questions or concerns.

Complete “Pre-Proposal Agreements” (five questions below)

Step 1 of 1: Pre-Proposal Agreements

You must complete the form below before you can submit a proposal. If you answer 'No' to question 1, 2 or 3 you will not be allowed to submit a proposal until the issue is resolved.

* - indicates a required item.

*1. As primary presenter, I will personally complete (or review and approve) my proposal(s) and coordinate the session's co-presenters. (Exception: If you are proposing a poster with no co-presenters, mark "yes".) Note number of presenters required for session formats:

60-minute session: 2 to 5 presenters

90-minute session: 3 to 5 presenters

Poster Session: 1 to 5 presenters

Yes No

*2. I have contacted the co-presenters and advised them that they will need to pay a registration fee to present at the conference. (Exception: If you are proposing a poster with no co-presenters, mark "yes".)

Yes No

*3. Fees: If invited to present, I agree to pay my discounted faculty **REGISTRATION FEE** and meet the Faculty Registration **DEADLINE** of **12/18/09** to be confirmed as a faculty member.

Yes No

Full conference registration fee (no one day fees). Until 12/18/09 (faculty reg deadline).

Member Faculty - \$415.00

Member Senior or Student Faculty - \$165.00

Non-member Faculty - \$515.00

Non-member Senior or Student Faculty - \$245.00

Please note that volunteer and exhibitor rates are not available to faculty members since presenters already receive discounted rates that must cover audiovisual and other expenses.

Contact facultyinfo@asaging.org with any questions about this policy.

*4. Multiculturalism and Aging

Does my proposal(s) address the needs and interests of a diverse aging population as described in the diversity statement below? (Explain how in your session description and objectives.)

Yes No

If no, please explain:

Characters Left: 500

Diversity Statement: The conference organizers are committed to advancing a world-class standard of professionalism in aging, with the inclusion of diversity and cultural competence at its core. By participating as part of our conference programming, all faculty members are agreeing to include diversity content within their presentations to the extent possible. Conference staff assistance will gladly be provided to any faculty who need assistance with incorporating diversity content into their presentations. Please contact facultyinfo@asaging.org if you have such a need.

*5. My proposal(s) primarily promotes a product or service. (Although you can share your credentials and website during the session, workshops and posters must be mainly educational in nature; generally, the exhibit hall is the appropriate venue for direct promotion of products and services.)

Yes (my session is primarily promotional)

No (my session is primarily educational in nature)

If you answered “yes” to the question above, please consider contacting our marketing manager at 415-974-9644 (mgabel@asaging.org) to discuss hosting an exhibit. For general questions about this policy, please contact facultyinfo@asaging.org.

Submit

After submitting the Pre-Proposal Agreements, click “Submit New Presentation” link.

Follow the seven steps shown carefully and in order.

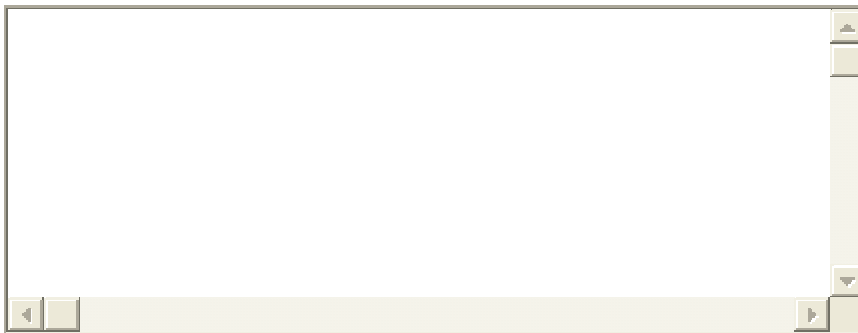
Click on the next step shown after completing each step.

Review the details of the 7 steps below to prepare before beginning:

7 Steps for Proposal Submission

1. Title

Title should match the session closely and be as engaging as possible. (100 character limit)



Characters Left: 100

2. Author-Presenter & Co-Presenter(s)

First, you must designate an authoring Presenter, which is the person submitting this proposal. Then, add up to 4 additional Co-Presenters by using the 'Add Co-Presenter' link on the right. As the Author-Presenter, you will be required to complete the additional forms below your name, as well as forms under each Co-Presenter's name. (Please refresh after submitting your forms if you still see red flags next to them.)

If you are not the authoring Presenter or a designated representative, please contact this person since s/he needs to complete this proposal, including the forms for each presenter.

Name (First or Last):

Company:

State/Province:

Country:

FORM #1: Financial Disclosure

Conflict of interest disclosure: All presenters, speakers, and content experts **must disclose to the audience, prior to the activity, whether or not** there are: 1) any vested or financial interest(s) or relationship(s) with the manufacturer(s) of commercial product(s) or provider(s) of commercial services or commercial supporters 2) any uses of unlabeled products or products under investigational use. Disclosure does not prohibit the provision of courses or the awarding of CE credit; merely, there must be proper planning, proper disclosure, and the proper documentation kept on file. Disclosures should cover relationships in place currently or up to 12 months preceding the activity.

Please mark any real or perceived conflicts of interest that exist "Yes"; otherwise, choose "No":

*1. Educational or Research Grant

Yes No

* If yes, describe the organization, nature of interest, relationship, or commercial support.

Characters Left: 500

*2. Consultant or Speaker

Yes No

* If yes, describe the organization, nature of interest, relationship, or commercial support.

Characters Left: 500

*3. Shareholder

Yes No

* If yes, describe the organization, nature of interest, relationship, or commercial support.

Characters Left: 500

*4. Other (e.g., working with products that are unlicensed or under investigation).

Yes No

* If yes, describe the organization, nature of interest, relationship, or commercial support.

Characters Left: 500

Click "Submit" below. Thank you for completing the Financial Disclosure Form.

Form #2: Professional Information

* - indicates a required item.

*1. Membership Status of Primary Presenter: Membership in NCOA or ASA is not required to submit a presentation. However, other considerations being equal, preference will be given to applications from members. Learn more about joining NCOA or ASA at their web sites: ncoa.org and asaging.org

Check as many as apply:

- National Council on Aging
- STAFF - National Council on Aging
- American Society on Aging
- Constituent Group "Featured Day" Planner
- Other :

*2. Highest Degree Completed. Please indicate the Major, Institution, and Year Completed:

Characters Left: 200

3. Additional Degree Completed. Please indicate the Major, Institution, and Year Completed:

Characters Left: 200

4. Certifications/Licenses: please list for session review and accreditation purposes:

Characters Left: 200

*5. Related Professional Experience.

- Established Professional – 10 or more years
- Professional – 5 to 10 years
- Emerging Professional – less than 5 years – or **Student**
- Other

Characters Left: 1000

Interest in FUTURE opportunities:

*6. I would be interested in writing an article on the subject of my proposal(s) for an ASA publication.

- Yes No


* If yes, please indicate your writing skill level for publications (advanced, intermediate, or beginning):

Characters Left: 500

*7. I would be interested in facilitating an online ASA webinar or online facilitated dialogue on the subject of my proposal(s).

Yes No

* If yes, do you have a PowerPoint presentation that could be used for an online webinar?

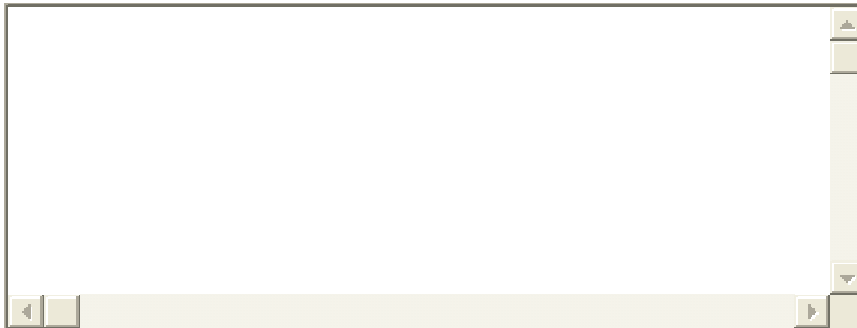


Characters Left: 500

Click "Submit" below. Thank you for completing the Professional Profile form.

3. Learning Objectives

Please list 2 or 3 learning objectives. What new knowledge will attendees gain or skills will they master as a result of your session? **(500 character limit)**



Characters Left: 500

[Save, Next Page](#)

4. Session Description

Please provide a well-defined 2-3 sentence description. Well-written, clear and compelling session summaries carry the greatest weight in session selection. **(500 character limit)**

Characters Left: 500

Save, Next Page

5. Categorization of Session

[NOTE: topics will be displayed; they are also available via the agingconference.org site]

Please select **one to two** topics shown under the main program categories that best describe your presentation. (Note: although each submission will be assigned one topic by the program staff, attendees will be able to search the session by key words to find your event.)

6. Additional Information

Please complete the questions below, and you are ready to preview and print your proposal.

Preferred Session Format:

*1. First Choice

Select your preferred format. Formats will be determined based upon the quality of the presentations, overall program balance, and space considerations.

*2. Second Choice

Select your alternate format. Formats will be determined based upon the quality of the presentations, overall program balance, and space considerations.

*3. Target Audience

- Established Professional – 10 or more years in profession
- Professional – 5 to 10 years
- Emerging Professional – less than 5 years – or Student
- All

Other

Characters Left: 1000

*4. Presentation Methods - check all that apply

- Poster Session (scheduled one hour informal discussion, including answering questions, while standing next to the poster)
- PowerPoint Lecture
- Panel Discussion
- Group Discussion
- Demonstration
- Video Segment
- Small Group or Interactive Exercise
- Case Studies
- Other :

7. Submit Presentation

Use this screen to finalize and submit your proposal. Please review the steps above and complete any missing checkmarks before submitting your proposal.

If you are not ready to submit your proposal, you can log in later to view the saved form and make additional edits before submitting it. Completed submissions can also be edited (by clicking on the title) or withdrawn until the proposal deadline of Wednesday, July 1 ~~Monday, June 29th~~ @ 11:59 EST. You will be notified of your proposal's status in October.

- Yes, I am ready to submit my proposal.

Submit

Thank you again for submitting a proposal for Aging in America in Chicago, March 15-19, 2010.