



2018 National Village Gathering Models for Living: Today and Tomorrow

Hyatt Regency Mission Bay, San Diego, CA
October 7 - 10, 2018

Hosted by Village to Village Network

Our Mission: The Village to Village Network is the essential tool that enables community members to build and sustain thriving Villages. The Network creates interactions that connect Villages with resources, education and expertise.

Call for NVG Presentations!

This year is the 10th Annual National Village Gathering! In recognition of this milestone, we are celebrating the accomplishments of the Village Movement and the power of Villages to create positive, life affirming options for seniors. Villages provide opportunities to build social connections, be engaged in meaningful activities, continue using one's knowledge and experience, give and receive help when needed, and get assistance in navigating the challenges of life. Villages have led the way in opening up exciting new possibilities for how we are living our lives and changing the way we think about aging. The Gathering is an opportunity for you to share innovative ideas and highlight the effective practices that make your Village a success. We invite all Villages and organizations supporting Villages to share their expertise, research and best practices by submitting a presentation proposal to the VtV Network by APRIL 13, 2018. This document provides instructions and explanatory information to guide you through the proposal submission process.

Proposal Guidelines

Specific categories under which each presentation should fall are included to shape this year's breakout sessions to fit within the 2018 theme: **Models for Living: Today and Tomorrow.**

In 2018, we will have **three** main categories that presentations will focus on throughout the duration of the conference. Please choose from one of these and identify the topic on which to focus your presentation, you may expand upon the examples given if you so desire. The examples are not an exhaustive list! All topics under these categories are welcome to be submitted.



Focus One: Models for Village Development & Sustainability

- Intended Audience: We would like sessions on these topics for Villages in various stages of development and operation. For example, a session on member recruitment for a newly opened Village and a different session on member recruitment older operational Villages.
- Suggested topics (this is not an exhaustive list):
 - Starting a village
 - Branding
 - Fundraising
 - Board development
 - Succession planning
 - Member Recruitment and retention
 - Volunteer recruiting and management
 - ED roundtable
 - Village Models (volunteer managed, hub & spoke, paid staff, faith based, sponsored, etc.)
 - Rural/Urban

Focus Two: Models for Healthy Aging

- Intended Audience: Villages 3+ years, Villages with an active membership, Operating Villages with Sustainability Concerns
- Suggested topics (this is not an exhaustive list):
 - Identifying and engaging at risk members
 - Engagement and Programming
 - Assisting frail members
 - Fall prevention
 - Coordinating with other service providers
 - Collaborating with hospitals & other care providers
 - Engagement and Activism (community outreach, making a difference, community projects)
 - Advances/Use of Technology in improving health

Focus Three: Models for Utilizing Technology

- Intended Audience: Everyone
- Suggested topics (this is not an exhaustive list):
 - Overview of Club Express, Helpful Village, other systems
 - Use of technology to streamline operations
 - Use of social media
 - Technology to enhance members' lives



Consider the following questions when formulating your proposal:

- How can I frame my proposal to fit within the theme?
- How have you approached these topics in your community/Village?
- Do you have a unique approach to one of the topics above that can benefit other Villages?
- Which audience can my presentation best serve?
- Will my presentation have a lasting value that other Villages can bring back home and implement?

In addition to these topics and questions please also consider these guidelines:

- Length of your session: Each presentation needs to fit in the allotted time, including time dedicated to questions and discussion from the audience. Choose one format for your presentation:
 - o 45 minute panel discussion – Maximum of 2 speakers
 - o 90 minute panel discussion – Maximum of 3 speakers
 - o 90 minute interactive workshop such as the “World Cafe” Model* - Maximum 3 speakers
- Preference will be given to those sessions that include:
 - o A speaker from a Village as well as an “expert” or another organization
 - o Balance of Village board, member, and staff presenters
 - o Presentations that include a diverse group of Villages
 - o Promising practices that can be replicated by other Villages

Proposal Submissions

All submissions are to be sent via online form available [here](#), by close of business Central Time on April 13, 2018. All proposals will include the following information to be submitted through the online proposal submission form and/or email:

1. **Select Preferred Workshop Length** – Final workshop length will be determined by VtV Network staff and planning committee.
2. **Conference Track, Specific Topic and Title** – Provide the track you feel your topic falls under and the specific topic you will focus on. Topic not included above? Not to worry! Any and all topics will be accepted to be reviewed. The bulleted topics listed above are options we feel are important, but are not exhaustive lists.



3. **Primary Contact Person, List of Presenters and Moderator**– Submissions should include for the primary contact and each presenter: name, title, agency, mailing and email addresses, telephone, and phone number. The primary contact will receive all correspondence related to the presentation and is responsible for forwarding such information to all presenters. **Please identify one speaker as the moderator.** The moderator will lead the discussion/presentation and will be in charge of moving the session forward and keeping within allotted time.

4. **Learning Objectives** – Please list at least three learning objectives for each presentation. The objectives should be measurable, for example: By the end of this session, “participants will be able to describe three ways to reach out to ‘not ready yet’ prospective members.” Please describe how your session will integrate attendee participation.

5. **Presentation Description** – Please provide a 40-50 word summary of the proposed presentation to be used in the conference program. Please provide a full-length description of the presentation as well; this can be an outline.

6. **Intended Audience** – Submissions should be able to describe the intended audience and include the conference attendees most likely to benefit from the session.

7. **Presentation Format** - Lecture, Panel, World Cafe*, or small group discussions

8. **Presenter Qualifications** – Submissions must provide **brief bios (3-4 sentences)** for all presenters included in the proposal. The bio will be used for a 2018 NVG Speakers page.

9. **Technology (A/V) Needs** – All conference rooms will be equipped with a screen, LCD projector and microphones to support the workshops. Laptops are not guaranteed to be available. If you require additional audio and visual equipment, including internet, please be sure to identify this on your submission form.

****All materials listed above must be received through the online form by the deadline of April 13, 2018 in order for your proposal to be considered.****



Presentation Formats and General Information

Sessions will be conducted throughout the duration of the conference. **Presenters must be available for the full conference until the conference schedule is finalized.**

Session Format: Submissions should focus on “how to,” “best practice,” or “lessons learned” content. The session should have a lively and interactive format that will facilitate networking among participants and promote an exchange of ideas (e.g. limited amount of “talk time” by the presenter(s) and more discussion and interaction amongst the participants). We strongly encourage using diverse and innovative ways of conducting your breakout session. All workshops will be required to have at least one Village representative (or more) and may also include an “expert” to complement the presentation. *We suggest a model such as World Cafe - <http://bit.ly/2IEy5Ew>.

Fees: Presenters will receive a discount on the registration fee for the conference. Upon acceptance of your proposal, you will be given special instructions for registering at the discounted speaker rate. As part of your agreement in speaking at the 2018 NVG and acceptance of your registration discount, it is our expectation that you will submit your presentation materials prior to the conference. Speakers must agree to and submit their presentation materials and/or handouts by **COB Friday September 14, 2018. **This is a hard deadline that we expect all speakers to agree to.****

Equipment: Please indicate reasonable equipment requests on the 2018 Submission Form. In addition to the equipment provided – screen, LCD projector and microphone – speakers may request laptop, DVD Player, speakers, wireless internet connection, whiteboard or flip chart (additional charges may apply).

Responsibility of Panelists: By submitting this proposal, each panelist agrees to do the following:

- Submit a copy of your PowerPoint presentation or handouts to upload for attendees to the Village to Village Network Website by September 14, 2018.
- Complete the discounted registration for the Gathering by September 14, 2018.
- Be responsible for bringing a laptop and/or your PPT to show during your workshop.
- Arrange for your transportation and lodging with information provided from Village to Village Network. Discounted rooms are available at Hyatt Regency Mission Bay for all conference attendees on a first come, first served basis. Visit www.vtvnetwork.org for more information.



Selection: All workshop proposals will go through a peer review process and will be reviewed by a special sub-committee made up of members from the 2018 National Village Gathering Planning Committee. Submitted proposals are encouraged from both members and nonmembers of the Village to Village Network. Preference will be provided to proposals submitted by VtV Network members or that have a VtV Network Member on the workshop panel. Selected proposals will be notified by May 23, 2018 by email to the primary contact person listed on the submission form.

Please complete the full application form and send additional materials:

Link to form: <http://bit.ly/2oHFGWp>

Email bio or questions: nvg18@vtvnetwork.org

In order to ensure that your proposal is considered for the 2018 National Village Gathering, please make sure the submission form and all other accompanying materials are received no later than the close of business Central Time on April 13, 2018. Late submissions will not be accepted.

Questions?

For more information or questions please contact the Village to Village Network team at the following contact information:

Call: 617-299-9638 Email: nvg18@vtvnetwork.org Visit: www.vtvnetwork.org

Thank you and we look forward to reviewing your proposals and seeing you in San Diego in October!