



2017 National Village Gathering Enhancing the Power of Aging

**Hyatt Regency Inner Harbor, Baltimore, MD
November 6th-8th, 2017**

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 9th Annual National Village Gathering! Village to Village Network and the National Village Gathering Planning committee want to ensure that there is a focus on empowerment and the value of aging. The aging population brings so much to communities across the world. We want to focus on the power of aging and aging in community. Please help us to develop an agenda that will enhance participant learning, give a "voice" to your innovative ideas, and highlight the amazing work you are doing on the local level to enhance the power of aging. We invite all Villages and organizations supporting Villages to share their expertise, research, and promising practices by submitting a proposal for a workshop presentation to VtV Network by **April 14th, 2017**.

This document provides instructions and additional information to guide you through submitting your proposal.

Proposal Guidelines

Specific tracks under which each presentation should fall are included to shape this year's breakout sessions to fit within the 2017 theme: **Enhancing the Power of Aging**.

In 2017, we will have **FOUR** tracks running through the duration of the conference. Please choose from one of these tracks 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 the tracks are welcome to be submitted. *Please note that this year we are making Village 101 a track, The Power of Pioneering, instead of a pre-conference day.*



Track One: The Power of Purpose & Sustainability

- Intended Audience: Villages 3+ years, Villages with an active membership, Operating Villages with Sustainability Concerns
- Suggested topics (this is not an exhaustive list):
 - ☐ The Power of Connection
 - ☐ Engagement and Programming
 - ☐ Growing and Sustaining our Villages
 - ☐ The Power of Activism (community outreach, making a difference, community projects)
 - ☐ Running your Office
 - ☐ Fundraising and Grantwriting
 - ☐ Board Recruitment and Responsibilities
 - ☐ Member/Volunteer Recruitment
 - ☐ Succession Planning of Leadership (Board and Staff)
 - ☐ Risk Management

Track Two: The Power of Pioneering: Village 101

- Intended Audience: Opportunity Members and Developing Villages, this track addresses practical approaches on how to create a Village
- Suggested topics (this is not an exhaustive list):
 - ☐ The Power of Mentoring
 - ☐ Starting from the Ground Up
 - ☐ Gaining Members
 - ☐ 501c3 Status
 - ☐ Fundraising
 - ☐ Step-by-Step "How To" on starting a Village in your area
 - ☐ Village Models
 - ☐ Rural/Urban

Track Three: The Power of Diversity

- Intended Audience: Developing and Open Villages looking to expand diversity in their membership identities
- Suggested topics (this is not an exhaustive list):
 - ☐ Sexual Identity
 - ☐ Ethnicity
 - ☐ Socioeconomic
 - ☐ Gender
 - ☐ Age
 - ☐ Religion



- ☐ The Power of Understanding (respect gained from mutual sharing, acknowledging, and celebrating uniqueness)
- ☐ Disability Status
- ☐ Education Level

Track Four: The Power of Choice

- Intended Audience: Everyone
- Suggested topics (this is not an exhaustive list):
 - ☐ The Power to Keep Learning
 - ☐ The Power of a Healthy Brain
 - ☐ Talking about Mortality
 - ☐ Role for Village members who face challenges participating in mainstream Village activities
 - ☐ Instrumental Activities of Daily Living provided by the Village
 - ☐ The Power of Knowing the Signs/Stages of Aging
 - ☐ New Advance Directive Forms POST or POLST

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 14th, 2017. 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 2017 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 by the deadline of April 14th, 2017 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 50% discount on the registration fee for the conference. Upon acceptance of your proposal, your spot will be held for the 2017 NVG. A code will be sent to you as soon as we receive your presentation materials to upload to the site for attendees so that you can complete your registration payment. In order to receive this discount all speakers must have submitted their presentation materials and/or handouts by **COB Monday October 23rd, 2017. **This is a hard deadline. Please turn in your materials on time if you would like to take advantage of the speaker discount.****

Equipment: Please indicate reasonable equipment requests on the 2017 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 October 23rd, 2017.
- Complete the discounted registration for the Gathering by October 23rd, 2017.
- 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 Inner Harbor 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 2017 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 June 2nd, 2017 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: <https://goo.gl/forms/m7rPkTTpioyCJ4lf2>

Email bio or questions: nvg17@vtvnetwork.org

In order to ensure that your proposal is considered for the 2017 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 14th, 2017. 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: nvg17@vtvnetwork.org Visit: www.vtvnetwork.org

Thank you and we look forward to reviewing your proposals and seeing you in Baltimore in November!