

# MCOA

## CALL FOR PRESENTATIONS

*for our Annual Conference at the Doubletree by Hilton – North Shore, Danvers  
on October 18, 19, and 20, 2017*

**Dear Friend:**

The Massachusetts Association of Councils on Aging and Senior Center Directors is pleased to announce its CALL FOR PRESENTATIONS for the MCOA Annual Conference, to be held at the Doubletree by Hilton North Shore in Danvers, MA on October 18, 19, & 20, 2017.

MCOA is seeking program presenters who can provide training opportunities to help build capacity within COA/Senior Centers. We plan to offer 80+ workshops over the three day period. Attendees include COA and Senior Center directors, board members, COA staff, government employees, elected officials, nursing home and assisted living staff and older adults. We attract over 375 paid attendees and 70+ vendors, with a total projected attendance of well over 600 individuals.

Workshops will be considered but not limited to the following areas:

- Improving management skill areas including, but not limited to, resources, personnel, planning, evaluation
- Cutting edge gerontological research
- Reaching underserved populations
- Innovative programs
- Developing advocacy, marketing and public relations skills
- Best practices
- Current and future trends in aging and senior centers
- Anything else you feel enhances skills or improves our perspective

**Selection Process:**

**MCOA's Conference Workshop Committee will make the final decision on all workshops.**

Some great workshops may not be selected because of the stated topic or specified audience or previous exposure to our membership. Other workshops may be reserved for a later presentation at one of our other educational opportunities.

**Please submit your Early Submission to MCOA by Friday, May 19, 2017 at [www.mcoaonline.com](http://www.mcoaonline.com)**

*Sincerely,*

**Brian O'Grady**

**Becky Moriarty**

**Terri Marciello**

**President**

**Conference Chair**

**Workshop Chair**

*Interested in receiving information regarding opportunities to **Sponsor, Exhibit or Advertise** during this event?*

*Contact Kathy Bowler, MCOA's Director of Training and Technical Assistance, at (413) 527-6425 or email*

*[Kathy@mcoaonline.com](mailto:Kathy@mcoaonline.com)*

***All of the 2017 Sponsor, Exhibit or Advertise opportunities are posted at [www.mcoaonline.com](http://www.mcoaonline.com)***

# MCOA

## CALL FOR PRESENTATIONS

*for our Annual Conference at the Doubletree by Hilton North Shore in Danvers, MA  
on October 18, 19, and 20, 2017*

### General Instructions

#### ***Before you ask...***

##### **What we cannot do:**

1. Reimburse for travel or conference expenses (*\*Limited Compensation may be available for some sessions. Contact David P. Stevens, MCOA Executive Director (413) 527-6425 before submitting for compensation*)
2. Guarantee all your A/V needs. Tell us what you need; we'll do all we can. A/V costs are quite expensive. You may bring in your own.

##### **What we can do:**

1. Find the space and time to suit your subject, your style, and your participants;
2. Provide you with a meal, breakfast or lunch, depending on the scheduled workshop;
3. Offer you a discount if you wish to attend the rest of our conference at the membership rate;
4. Promise an enthusiastic group with practical concerns and an openness to learn; and
5. Provide you with a summary and the actual workshop evaluation forms attendees completed.

#### ***Additional Information***

**Session Length:** On **Wednesday and Thursday** sessions will be 1 hour and 15 minutes in length. Presenters can submit proposals that span one session (regular) or two sessions (intensive) or full-day on either day, but make your intentions known on your application.

*Note specific workshop times may be adjusted as warranted*

Session I	Early AM	9:00 – 10:15 am
Session II	Late AM	10:45 – 12:00 noon
Session III	Early PM	2:15 – 3:30 pm
Session IV	Late PM	4:00 – 5:15 pm

**On Friday, Morning Session,** we will offer intensives lasting from 9am until noon, followed by lunch. After lunch we will conduct our **Last Session** from 1-2:30pm

*In addition,* MCOA has scheduled Plenary Sessions on both Wednesday and Thursday to discuss and offer insight about global issues facing the delivery of elder care services. The topics for these presentations are under development and suggestions are welcome.

**Presenters are asked to indicate workshop length and preferred session with their submission. The committee may consult with the contact person about adjusting content, length & date.**

##### **Submitter's Role:**

**A Submitter** is simply a person who wants to suggest an idea for the Plenary Session, or a workshop topic for consideration, ***even one absent designated speakers***; and the Review Committee will try to find appropriate /qualified presenters on that topic.

##### **Contact Person:**

**The contact person is the individual who will receive all correspondence and other communications, and will be considered the only party for negotiating changes.**

**CEU Preference:**

**MCOA hopes to offer at least one workshop per session eligible for CEUs for Nurses and LMHCs and CEs for Social Workers. If you feel your proposal would be eligible, please indicate that within your proposal (see Checklist #4) and delineate under Checklist numbers #5-7 how your proposal would be a beneficial training for either nurses or social workers.**

“CEU worthy” workshops include those that present a specific skill set targeting an area of eldercare, management, or community building. Distributing resource materials, an opportunity for questions, and the presenters’ previous experience within this field are all pluses for consideration. NASW states: “Continuing education ... provides the social worker with the opportunity to acquire new and necessary information; demonstrates a conscious self-directed and continuous effort toward personal and professional development; strengthens qualifications for professional licensure, certification, or registration; meets changing career demands; and explores new careers in social work. Content areas appropriate for continuing education should take into account the social worker’s education level and can include methods of intervention, such as individual counseling, psychotherapy, family treatment, group work, and community organization; administration, management, and supervision; consultation; planning and policy development; teaching and educational methods; research; social problems; advocacy, social change, and social action; cultural diversity and ethics; and specialized services and treatment.” *Excerpted from NASW’s website*  
[www.socialworkers.org/practice/standards/cont\\_professional\\_ed.asp](http://www.socialworkers.org/practice/standards/cont_professional_ed.asp)

**After notification of acceptance you will be asked to submit a resume and a reading bibliography. Preference will be given to proposals deemed appropriate for CEU and CE offering, and to those applicants willing to meet the additional requirements.**

**Notification:****MCOA’s notification policy**

- The Submitter will be notified upon receipt of their proposal by email.
- The Contact Person will be notified of the final decision.
- MCOA maintains a “rolling acceptance” policy. We anticipate that decisions on the greater majority of proposals will be completed mid-July. However, some decisions may be delayed until mid-September.
- **MCOA should be immediately notified of any changes** to your proposal — including content, Presenters, A/V needs, and availability.

**Submission****Requirements:**

1. **The enclosed Check List can be emailed to you to facilitate submission. Contact Lynn Wolf at [lynn@mcoaonline.com](mailto:lynn@mcoaonline.com) should you have questions.**
2. **The Check List details all the information that is required for submission. However, you should submit your proposal online at [www.mcoaonline.com](http://www.mcoaonline.com). Only online submissions will be accepted.**

# MCOA

## Submission Checklist

### CALL FOR PRESENTATIONS – 2017

October 18, 19, & 20, 2017

Doubletree by Hilton North Shore, Danvers, MA

Early Submission Deadline: Friday, May 19, 2017

Please use the appropriate number (#1-18) indicated below, when submitting the following.

1. **Submitted By:** (include email/ telephone number/ fax/ address). Include this info even if you are just providing an idea or speaker for consideration so we can follow-up with you if necessary. In this case, complete what you can below and submit. **(This form is required for final Submission.)** If you are submitting a specific workshop proposal, make sure to designate if you are the contact person for negotiations/communications or if someone else is designated (#17).
2. **Program Title:**
3. **Describe your presentation in 50(±) words:** If accepted, this will constitute your entry in the program booklet. Note: you will have an opportunity later to review and revise this paragraph.
4. **Please complete this sentence: “Participants will leave this workshop with...”**
5. **Presentation Format:** (lecture, discussion, debate, group work, case presentation, other-specify).
6. **Names, Titles, Positions of Presenters:** (as they should appear in the program booklet).

**Preference given:** MCOA is interested in proposals that are eligible for CEUs. If this proposal is accepted (+ Yes to #7), resumes of presenters, and at least 3 bibliographic reference articles will be requested and submitted with your responses to #3 and #7 thru #10 to the various governing boards.

7. **CEUs:** Do you feel your proposal would be eligible for CEUs for Nurses or CEUs for Social Workers? Are you willing to provide the additional required material (**resumes, bibliography, and a paragraph on how your course benefits social work practice**) if your proposal is accepted? **You can expedite the process by sending the resume (or full credentials) of presenter(s), 3+ bibliographic cites (references), and a paragraph on how your course benefits macro and/or clinical social work along with your response. These are required for your CEU application.**
8. **Target Audience:\*** (novice, knowledgeable, experienced; also note if geared towards nurses, social workers, outreach workers, board members, activity coordinators, volunteer coordinators, etc.)
9. **Which Presentation topics will be discussed?** Be specific and reference your target audience, if applicable, to nurses and/or social workers.
10. **Objectives of the Session: What are your Learning Goals?** Be specific and reference your target audience, if applicable, to nurses and/or social workers.

11. **Specify Preferred Date and Time:** List all Sessions where you are able and willing to present your workshop. Workshop Times Subject to Change. **You may propose a regular (1.25 hr), or an intensive (3 hr) session.** All-Day options on Wednesday or Thursday are also possible. **Be specific about day preference and am / pm session availability.**

<b>Wednesday, October 18<sup>th</sup></b>	Session I	Early AM	9:00 – 10:15 am
	Session II	Late AM	10:45 – 12:00 noon
	Session III	Early PM	2:15 – 3:30 pm
	Session IV	Late PM	4:00 – 5:15 pm
<b>Thursday, October 19<sup>th</sup></b>	Session I	Early AM	9:00 – 10:15 am
	Session II	Late AM	10:45 – 12:00 noon
	Session III	Early PM	2:15 – 3:30 pm
	Session IV	Late PM	4:00 – 5:15 pm
<b>Friday, October 20<sup>th</sup></b>	Morning Intensive		9:00 – 12:00 noon
	Afternoon Session		1:00 – 2:30 pm

## MCOA Submission Checklist, p. 2

12. Ideally, the Workshop Length for your presentation is \_\_\_\_\_:  
MCOA has established session lengths from 75 minutes, 3 hours, or all day @ 6 hours. Note designated time slots above.

MCOA will make every effort to accommodate this request but the conference committee will decide final arrangements.

13. Have you presented this workshop before? If yes, list reference name and telephone number.

14. **Group or Room Size:** Note any limitations (e.g., small group) or preferred room structure (e.g., chairs in a circle, round tables). We will try to accommodate, but this cannot be guaranteed.

15. **List Audio-Visual Needs:** These costs can frequently reach \$7000-10,000 for a conference of this size.

MCOA brings several pieces of AV equipment on site, including LCD Projectors.

**No TV or DVD sets will be available, only a Screen for Laptop DVD projection.**

Use of AV equipment will generally determine your room location.

- **PowerPoint Projectors** have become very desirable for some presenters but are very costly and sometimes incompatible with certain computers. We would ask you to provide your own cables/adapters and laptops to connect with projectors.
- **No laptops or computers will be available on-site, so please bring your own.**  
**No technical assistance** can be guaranteed for those requesting our PowerPoint machines.
- **Availability** of other equipment is possible but costly. We may not be able to meet your needs.  
List what's helpful and what's necessary.
- **You are encouraged to bring your own equipment.**

**Note: All rooms will have flip charts/or marker boards, and microphones where appropriate. They will also be equipped with a projection table and extension cord. EXTRA HANDOUTS ARE ALWAYS APPRECIATED.**

16. **MAXIMUM 3 (THREE) PRESENTER LUNCH TICKETS PER PRESENTATION**

Additional lunch tickets are available at approx. \$50 per lunch. There are several alternate luncheon venues in the general vicinity of the Doubletree by Hilton for those who would like to explore the area.

17. **List the contact person's name, title, agency, address, telephone, fax, and email.**

Remember, it is the contact person who will receive all notifications after the original submission, including acceptance or requests for further information, and this person will be the **only** contact for final arrangements of the presentation.

18. **Provide any other information that you deem is relevant to the committee's decision.**

### Additional Instructions:

Additional material may also be submitted, but 'being concise' is appreciated.

We will accept only ONLINE VERSIONS SUBMITTED AT WWW.MCOAONLINE.COM. We will acknowledge receipt of your proposal with an email reply.

EMAIL: [lynn@mcoaonline.com](mailto:lynn@mcoaonline.com)

QUESTIONS: Kathy Bowler, Director for Technical Assistance, Training and Special Events, [kathy@mcoaonline.com](mailto:kathy@mcoaonline.com)

**EARLY (Workshop Committee Review) DEADLINE: Friday, May 19, 2017**

# **2017 MCOA Fall Conference At A Glance**

**October 18, 19, & 20, 2017**

**Doubletree by Hilton North Shore in Danvers, MA**

**Draft Schedule-Subject to Change**

## **Wednesday Activities**

<b>8:00 – 5:00pm</b>	<b>Registration &amp; Resolution Desk</b>
<b>8:00 – 5:00pm</b>	<b>Exhibitors Hall</b>
<b>7:30 – 9:00am</b>	<b>Breakfast</b>
<b>9:00 – 10:15am</b>	<b>Workshop Session I</b>
<b>10:15 – 10:45am</b>	<b>Break</b>
<b>10:45 – 12:00pm</b>	<b>Workshop Session II</b>
<b>12:00 – 1:00pm</b>	<b>Luncheon</b>
<b>1:00 – 2:00pm</b>	<b>Plenary Session</b>
<b>2:15 – 3:30pm</b>	<b>Workshop Session III</b>
<b>3:30 – 4:00pm</b>	<b>Break</b>
<b>4:00 – 5:15pm</b>	<b>Workshop Session IV</b>
<b>6:00 – 11:00pm</b>	<b>Social Event</b>

## **Thursday Activities**

<b>8:00 – 5:00pm</b>	<b>Registration &amp; Resolution Desk</b>
<b>8:00 – 5:00pm</b>	<b>Exhibitors Hall</b>
<b>7:30 – 9:00am</b>	<b>Breakfast</b>
<b>9:00 – 10:15am</b>	<b>Workshop Session I</b>
<b>10:15 – 10:45am</b>	<b>Break</b>
<b>10:45 – 12:00pm</b>	<b>Workshop Session II</b>
<b>12:00 – 1:00pm</b>	<b>Luncheon</b>
<b>1:00 – 2:00pm</b>	<b>Plenary Session</b>
<b>2:15 – 3:30pm</b>	<b>Workshop Session III</b>
<b>3:30 – 4:00pm</b>	<b>Break</b>
<b>4:00 – 5:15pm</b>	<b>Workshop Session IV</b>
<b>5:30 – 8:30pm</b>	<b>Social Event</b>

## **Friday Activities**

<b>8:00 – 10:00pm</b>	<b>Registration</b>
<b>7:30 – 9:00am</b>	<b>Breakfast</b>
<b>9:00 – 12:00pm</b>	<b>Morning Intensive Session</b>
<b>12:00 – 1:00pm</b>	<b>Luncheon</b>
<b>1:00 – 2:30pm</b>	<b>Afternoon Wrap-Up Session</b>
<b>2:30pm</b>	<b>Conference Adjournment</b>