



**2018 Conference
June 5 & 6**

Desmond Hotel - Albany, NY



You are Invited to Submit a 2018 ACUU Workshop Proposal

Workshop proposals for the 22nd annual Aging Concerns Unite Us (ACUU) Conference in Albany, New York on June 5-6, 2018 are now being accepted!

Thank you again to those who have already submitted! We will be in touch.

HOW TO SUBMIT YOUR PROPOSAL

1. **Download our Proposal Form** from our website
2. Enter **ALL** workshop information
3. Identify Primary Speaker and input all other presenter(s) information
4. Email completed form to **Courtney Turner** at the Association by January 16th

Please note the following information regarding the role of the Lead Presenter. Only one person, the main contact, may be designated Lead Presenter. This person:

- is the individual self-identified as the main contact for each workshop proposal submitted;
- is responsible for communicating all proposal and presentation information to Aging NY;
- will receive all communication from Aging NY via the contact information provided within the submission; and
- by submission of this proposal, agrees to execute and return the required documents and disclosures by the due dates.

Workshop proposal submission deadline is January 16, 2018.

WORKSHOP PROPOSAL EVALUATION CRITERIA

This year there are no specific focus areas for workshops; however, please review the criteria below. The ACUU Advisory Committee will be using this to select workshops for the conference. *All proposals must be submitted by January 16, 2018.*

The ACUU Advisory Committee will evaluate each workshop proposal on the following:

- Value of topic to the aging professionals network
- Relevance to current issues
- Quality of learning objectives
- Use of learning format/tools to encourage audience interaction
- Demonstration of evidence-based programs
- Speaker credentials
- Relationship of workshop proposal to other ACUU Conference programming
- Past speaker ratings (if applicable)
- Overall quality of proposal

PROPOSAL NOTIFICATION

Workshop proposals will be evaluated in January 2018. You will be notified of the status of your proposal(s) in late February 2018.

[Visit the ACUU Conference Website](#)

For more information, email Courtney Turner at courtney@agingny.org or call 518-449-7080 ext. 11.



**Office for
the Aging**

