

## Preview of Questions with Instructions

### 2024 National Lifespan Respite Conference Presenter Application Form

This document includes important instructions for completing the application to submit an abstract for the 2024 National Lifespan Respite Conference to be held in Albany, NY on May 21-23, 2024. This form is to be used for previewing questions only, not for submission. Please complete the abstract submission form [online](#). For more information, please see the [Call for Presentations](#) and the [conference website](#).

- 1) **DRAFT RESPONSES IN WORD.** Prior to completing the online application, we recommend that you draft your text responses in a WORD document, save it to your computer, and then cut and paste the responses into the appropriate text boxes in the online application. The questions are available below for you to preview.
- 2) **SAVE YOUR APPLICATION.** When completing the online form, be sure to check "Save my progress and resume later" at the top of the online application and register with an email address and a password. This will allow you to save your responses and return later to resume and complete the online application.
- 3) **PROPOSAL CONTENT**
  - Presenters will be asked to describe their presentation in an abstract of no more than 500 words. Presenters are encouraged to incorporate the *Raise the Bar for Respite* theme.
  - Please designate your [preferred track](#).
  - Each presentation should include at least three learning objectives.
  - Presenter bios should be no more than 250 words and must describe their relevant qualifications and experience.
- 4) **HOW TO NAVIGATE BETWEEN PAGES IN THE APPLICATION.** You can return to any previous page to review and edit your responses at any time until you hit the "Confirm" button at the end of the application. To navigate between pages, use the "Previous Page" or "Next Page" buttons at the bottom of the page -- do NOT use the back or forward buttons on your browser. To navigate to a specific page, click on the page number in the top right hand corner of the form.
- 5) **SUBMISSION COPY.** Once you hit "Review Submission," you will still have an opportunity to review your form and make corrections. Before you confirm your submission, you will be able to print a copy of your responses. Be sure to hit "Confirm" when you are satisfied with your submission. You will also receive a confirmation email with a copy of what you submitted after you complete the application and successfully submit it.

## **Application Deadline: Extended to October 30, 2023**

**Use of information:** The information provided in this application may be used for conference promotional materials and for the conference program booklet.

**Session Length:** Each breakout session will be 60 minutes. Conference organizers reserve the right to combine presentations under similar topics. Presenters will be notified in advance if this occurs.

**Submission:** We will make every effort to respond to all applications **no later than January 2, 2024**. For more information, please contact Doris Green with the New York State Caregiving and Respite Coalition at [dgreen@lifespan-roch.org](mailto:dgreen@lifespan-roch.org) or Jill Kagan with ARCH at [jkagan@archrespite.org](mailto:jkagan@archrespite.org).

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**APPLICATION QUESTIONS with instructions for review only.** Please submit all responses [online](#).

### **Presentation Title**

Please provide the title of your presentation (125 character limit)

### **Session Description**

The session description should provide the substance of your presentation. In this section, the following information is requested:

**1. Session Abstract: Purpose and overview of presentation.** This is the heart of your proposal. Provide as much detail as possible without exceeding the word limit. (Please do not exceed 500 words)

**2. Topic Area or Track** (choose one)

See the [Call for Presentations](#) for track descriptions and possible topics for each track. Please select the Lifespan Respite Track only if you are a current or former Lifespan Respite grantee or partner and your presentation describes activities that are part of a Lifespan Respite program or project.

- R** - Research and Evaluate
- A** - Advocate, Network and Sustain
- I** - Innovate Services, Systems and Workforce Strategies
- S**- Support Working Caregivers
- E**- Educate and Engage Family Caregivers
- RAISE** the Lifespan Respite Track

**3. Age Ranges Covered by Presentation.** Please describe the specific age range(s) to be addressed (e.g., 0-5, 0-100, 18-65, 65+)

**4. Populations Served.** Please describe the population(s) served (e.g., rural, Hispanic, individuals with autism, young caregivers, military or Veterans, or N/A for not applicable (250 character limit).

**5. Summary for Conference Program.** Provide a brief 3 to 5 sentence summary abstract of your presentation that accurately describes your session for use in the conference program. Please note that your description may be edited for clarity and conciseness. Please do not exceed 75 words.

## Learning Objectives

List three specific learning objectives for the session. (300 character limit for each objective).

At the conclusion of the presentation, the attendees will (300 character limit for each objective):

- 1) Obj 1
- 2) Obj 2
- 3) Obj 3

## Presentation Logistics

In this section, please describe the teaching methods to be used, preferred room arrangements, and any additional AV needs.

## Teaching Methods

Please think of creative ways to inform, engage, and energize the workshop audience. Presenters are welcomed and encouraged to develop interactive sessions that engage participants in discussion, networking, and an open exchange of ideas.

Please check all the teaching methods you plan to apply:

- |  |   |
|--|---|
| <input type="radio"/> Lecture          | <input type="radio"/> Questions and Answers   |
| <input type="radio"/> Case Studies     | <input type="radio"/> Audio and Visual Aids   |
| <input type="radio"/> Demonstration    | <input type="radio"/> Handouts                |
| <input type="radio"/> Discussion Group | <input type="radio"/> Group Participation     |
| <input type="radio"/> Panel            | <input type="radio"/> Other (Please describe) |

## Room Arrangements

All breakout sessions will be set up theater style to accommodate 35-75 participants with the podium and presenters in front. Please indicate your preference. If you prefer another arrangement, please indicate and we will do our best to accommodate your needs.

- |   |  |
|---|--|
| <input type="radio"/> Theater style           | <input type="radio"/> Classroom                            |
| <input type="radio"/> Round tables            | <input type="radio"/> Circle with chairs facing the center |
| <input type="radio"/> No preference           |  |
| <input type="radio"/> Other (Please describe) |  |

## **AV Needs**

A PowerPoint package, which includes a podium with laptop computer, LCD projector, cables and screen, will be provided for each breakout session. A podium microphone will be provided.

Please specify additional AV equipment if needed.

- Speakers
- Additional microphones
- DVD/CD player
- Internet
- No extra equipment or internet needed
- Other (Please specify)

We cannot guarantee that we will be able to supply additional AV needs. However, if you indicate any, we will be in touch with you to explore options. Presenters will be responsible for costs associated with additional equipment or wired internet. If you require an accommodation to participate, you will not be charged for those accommodations.

## **Presenter Information**

A maximum of three presenters per submission will be entitled to the presenter discount. Please provide contact information, title and bio for each presenter. Information for the lead presenter should be provided first. Every attempt will be made by conference organizers to communicate with all presenters in a group. However, we request that the lead presenter assume responsibility for ensuring that all co-presenters are notified of the submission's acceptance and any subsequent information relayed by conference organizers.

Regardless of the number of presenters indicated in a proposal, we retain the right to combine similar presentations in one session.

### **Presenter(s) Contact Information**

**Presenter(s) Education.** Indicate degrees held.

### **Presenter(s) Biographical Information**

Please upload a brief bio for each presenter for use by the moderator to introduce you. (Please do not exceed 250 words for each bio)

**Special Accommodations.**

Do any of the presenters require special accommodations? If so, please identify which presenter is in need and describe the special accommodations required.

**Vested Interest Declaration**

Do any of the presenters have a real or perceived conflict of interest related to this presentation? If YES, please explain.

NOTE: Having an interest in an organization or product that is featured in a presentation does not prevent a speaker from making that presentation, but the audience must be informed of this relationship prior to the start of the activity.

Presenters recognize that they must follow all guidelines and criteria regarding vested interest. Any real or perceived conflict of interest for the presenter must be disclosed. For this purpose, a real or apparent conflict of interest is defined as having a significant financial interest and/or having substantial research support by an industry to study the product discussed at the presentation. Vested interest could include owning stock or a personal relationship in the company.

**Questions?**

If you have any questions, please contact Doris Green with the New York State Caregiving and Respite Coalition at [dgreen@lifespan-roch.org](mailto:dgreen@lifespan-roch.org) or Jill Kagan with ARCH at [jkagan@archrespice.org](mailto:jkagan@archrespice.org).

*Thank you for submitting an abstract. We hope to see you in Albany next May!*