



## **Call for Content Submission Instructions & Guidelines**

*Together We Care* is the largest and most comprehensive learning and networking experience for professionals in long-term care and retirement living. Featuring top-notch speakers and change-maker sessions, which educate and inspire more than 1,200 delegates including site owners, senior managers and department heads from a cross-section of both Ontario's long-term care and retirement residence sectors.

### **Call for Content**

The Ontario Long Term Care Association (OLTCA) in partnership with the Ontario Retirement Communities Association (ORCA) invite long-term care member homes and retirement communities, thought-leaders, innovators and stakeholders to submit abstracts for *Together We Care* (TWC) 2018.

### **Your session should:**

- Showcase innovation and excellence in business strategies and care processes.
- Provide delegates with new information and insight, which seeks to inspire change in their homes, businesses and beyond.
- Follow the Oral Presentation format and should not exceed 30 minutes in length.

\*\*Please note, a select few of the oral presentation applications submitted will be chosen to be presented in a workshop format. Workshops will be 60 minutes in length and will include an engaging presentation component. You will be notified if your submission has been selected to be a workshop.

### **Audience**

Delegates are from the long-term care and retirement communities' sectors. They include owners and operators, senior managers, general managers and administrators, researchers, ageing-care leaders, frontline care providers (i.e. nurses, physicians, personal support workers, registered dietitians, food service managers and supervisors, food service staff, food service executives, chefs, speech language pathologists, wellness, activation, environmental and rehabilitation professionals), long-term care and retirement residents, family caregivers, innovators, policy makers, sector stakeholders and more.

While there will be some general sessions applicable to both sectors, there will also be concurrent sessions geared specifically to either long-term care or retirement. Applicants will be asked within your application to specify which group your session is geared toward (long-term care, retirement or both).

## **TWC 2018 Programming Streams**

**Abstracts may be submitted under the following categories:**

### **1. Evolving Operations to Meet the Needs of Tomorrow's Seniors**

*Session topics may include but are not limited to:*

- Cultural competency, diversity and inclusivity
- Improving system integration
- Consumer choice
- Technology and innovation
- Other

### **2. Prevalent and Emerging Quality of Care and Quality of Life Issues**

*Session topics may include but are not limited to:*

- Cognitive Impairment and Dementia
- End of Life/Palliative Care and Advanced Care Planning (ACP)
- Medical Cannabis
- Medical Assistance in Dying (MAiD)
- Health and Wellness
- Other

### **3. Investing in our People - Advancing Leadership and Workforce Capacity**

*Session topics may include:*

- Leadership development
- Staff engagement and retention
- Training, coaching and mentorship
- Tomorrow's Senior Living Workforce
- Other

### **4. Culinary and Nutrition**

*Session topics may include:*

- Meal Service / Dining Initiatives
- Interpretation of Legislation related to Food and Nutrition
- Current relevant Clinical Nutrition topics / Multidisciplinary Focused
- Current research
- Budget / Time Management / Staffing Initiatives
- Other

**Note:** Seasons Care Dietitian Network, in conjunction with OLTCA and ORCA, are pleased to be presenting the 3rd Culinary and Nutrition Track. Last year's program was a great success and was both well attended and positively received. Many Nutrition and Food Service professionals in our industries have expressed a desire to attend this year and participate in the educational opportunities. This year, we expect an even greater attendance through great programming and current topics and speakers. As such, we invite you to join our 3rd Culinary and Nutrition track and encourage you to put forth your application.

## **Key Dates**

- Call for Content applications open: Monday, September 25, 2017
- **Call for Content applications close: Friday, October 13, 2017 - 4:00 pm ET**
- Applicants notified of decision before: Friday, November 10, 2017
- Speakers to be confirmed by: Friday, November 24, 2017
- Convention registration opens: Monday, December 4, 2017
- Speakers to register by: Wednesday, February 14, 2018 (early bird deadline)
- *Together We Care* Convention and Trade Show: April 9-11, 2018

### **Speaker selection criteria**

- Relevance: the topic, initiative or program is applicable to one of the educational programming streams and aligns with learning interests of conference delegates
- Originality: The information is new, innovative and creative.
- Potential impact: The knowledge, program or initiative is likely to be used to improve quality, efficiency, and/or staff and resident experience in a long-term care home/retirement community.

### **Eligibility criteria**

Applicants may be: OLTCa and/or ORCA affiliate, commercial or home members, provincial, national or international stakeholder organizations or educators, researchers, students or postdoctoral trainees.

### **Successful applicants are expected to:**

1. Register for the conference by February 14, 2018 and pay applicable speaker registration fee.
2. Agree to be profiled in selected Association and conference promotional material.

## **Call for Content Application Form**

Submissions will be available online only at  
<https://www.eiseverywhere.com/eSites/261826/Homepage>.

The following information **must** be submitted as part of your application:

### **Session information**

1. Your session is for:
  - a. Long-term care delegates
  - b. Retirement delegates
  - c. Both
2. Your abstract is for what programming stream:
  - a. Evolving Operations to Meet the Needs of Tomorrows Senior's
  - b. Prevalent and Emerging Quality of Care and Quality of Life Issues
  - c. Investing in our People - Advancing Leadership and Workforce Capacity
  - d. Culinary and Nutrition
3. Session title (title will be used in program and promotional material) – *max. 15 words*
4. Session abstract (description will be used in program and promotional material) – *max. 150 words*
5. Speakers' bio(s) (*max. of 4 speakers per session/150 words each*) and headshot(s) (*400px X 400px, resolution 300 dpi*)

### **Content information**

6. Learning Objectives – Identify what attendees of your presentation will be able to do differently after attending your session – this can focus on knowledge and skills acquisition, attitudes or practice change (100 words max)
7. Describe the main topics/key messages that your session will cover – *max. 200 words*
8. What will delegates learn that they do not already know? Why is it important for them to know this information now? How will it impact what they do tomorrow? – *max. 150 words*

### **For workshop consideration only**

9. Can your session include an interactive component, tools or resources that will be shared, or a relevant takeaway for delegates? If yes, please outline – *max. 150 words*
10. Provide an outline/agenda for the 60 minute session, including description of interactive components. - *max. 300 words*

## Questions?

For queries regarding application topics and content for join and/or long term care sessions, please contact:

Michelle Gradini  
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For queries regarding application topics and content for retirement community sessions, please contact:

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For queries regarding application topics and content for the Culinary & Nutrition stream, please contact:

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For queries regarding the online submission process and for technical difficulties, please contact:

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