Call for Presenters

A Clear Vision for the Future

2020 National Service Coordinator Conference
August 30 – September 2
National Harbor, MD

Proposals Due Feb. 28, 2020
Join the American Association of Service Coordinators in National Harbor, MD, just 20 minutes from the nation’s capital!
AASC invites you to submit a proposal to present at its 2020 National Service Coordinator Conference.

About AASC
The American Association of Service Coordinators (AASC) is a professional membership association and a national resource for service enriched housing. Our 3,400+ members assist elderly and disabled residents and families living in affordable housing communities to identify, locate and acquire the services and supports necessary to become and remain self-sufficient. AASC provides education, advocacy, best practices, leadership and networking opportunities for our members.

About the Conference
When: August 30 – September 2, 2020
Where: Gaylord National on the Potomac in National Harbor, Maryland
Who: Attendees are service coordinators, property and quality assurance managers and other affordable housing professionals.
How many: 1,300+ attendees
Why attend: Conference evaluations continually indicate the content causes service coordinators to feel inspired, refreshed, enlightened and ready to apply the knowledge gained and implement best practices upon their return to work.

Share new ideas, research and best practices, and earn recognition within the affordable housing industry.
Who are the Presenters?

Presenters at AASC’s conference are professionals from a variety of industries, including academic faculty, law enforcement, and medical professionals and clinicians. Service coordinators represent residents of housing properties and must manage many issues that arise in the community, including mental health, safety, conflict resolution and more. This is reflected in the diversity of our presenters.

Call for Presentations

We’re looking for interactive programs that inform, challenge and generate measurable results within the following topics:

- Supporting elders, families and disabled adults in affordable housing
- Caregiving and self-care
- Housing management and operations
- Aging, legal, health, finance, benefits and self-sufficiency
- Community-building and networking
- Diversity and cultural issues
- Advocacy, public policy and ethics
- Personal growth and development
- Technology

The call for presentations is now open and the deadline to submit is February 28, 2020. Please refer to the presentation requirements and details before submitting your CFP so you are aware of the presentation expectations. Only complete presentation submissions will be reviewed and late submissions will not be considered. Submissions are evaluated on topic relevance, timeliness, competency outcomes and interaction value. Status notification will begin in mid February. The status of your submission will be provided via email within 45 days of your submission.

Submission Requirements

- A complete list of the presenters, including co-presenters.
- Contact information, credentials and a headshot for each (professional photos are not required. Just send a recent photo or selfie, so our attendees can get to know you as we get closer to the conference).
- Workshop title, short description (maximum of 100 words) and learning objectives.
- AASC highly recommends holding these conference dates August 30 - September 2, 2020 until the final lineup is determined.

**Please note: New presenters are highly encouraged to submit 2 – 3 references in order to be considered.

Submit your proposal online
Our online submission site makes it quick and easy to participate. Submit your proposal to present today!

Visit servicecoordinator.org
# Speaker Terms and Conditions

Presenters who work in the housing industry will receive a discounted registration based on the number and type of workshops chosen to be presented (this does NOT mean the conference is complimentary; the typical range is $100 to $200 off the full registration fee).

Chosen presenters who work outside of the industry are requested to provide complimentary presentations. If you require travel reimbursement, an honorarium or any special accommodations, you must contact AASC staff to discuss BEFORE submitting a presentation proposal.

**You MUST use your electronic signature on the official Speaker Terms and Conditions form acknowledging that you will comply with ALL of the terms throughout the process. Submissions without the signed acknowledgment forfeit being reviewed or approved.**

View the full list of Speaker Terms and Guidelines on the AASC website at ServiceCoordinator.org.

#1 - The maximum number of presenters is three. The primary presenter is AASC’s contact. Primary presenters will be expected to fly solo if co-presenters cancel or you will need to provide replacements. You CANNOT add presenters after the presentation is submitted. Presenter replacements must be coordinated through and approved by AASC.

#2 - Housing industry presenters will receive a discounted conference registration in lieu of payment or a travel stipend. This does NOT mean presenter registrations are complimentary. Honorarium, travel reimbursement, registration discounts and special accommodation conversations need to occur with AASC, before submitting a proposal. Due to the interest in and size of workshops, unpaid guests (e.g. spouses, parents, friends and co-workers) will not be permitted to sit in your workshop; NO exceptions.

#3 - The workshops are 1.5 hours, including time for questions. AASC makes final decisions on workshops scheduling. Staff will try to accommodate preferences as best we can. Limiting availability to Monday and Tuesday, may result in being declined. AASC cannot put caps on the number of participants attending a workshop, so you could have 20 to 250 participants. The room sets are theater seating based on space; no exceptions will be made. You CANNOT change your room set onsite. A standard A/V package will be provided; there will be NO changes to the A/V. You will be responsible for any additional supplies that you require to do your presentation (i.e. flipcharts, easels, markers). AASC will NOT reimburse for these items, if you choose to use/purchase them.

#4 - Presentation and supporting materials are due 6 weeks before the event. You CANNOT make changes to your presentation onsite. You can’t use AASC’s logo in your presentation. Logo usage must be approved by the associated organization. NO SALES of any kind! Sales pitches and infomercials of any kind are strictly prohibited! References to state specific programs/services/resources should be framed as models or examples that may be available in other states.

#5 - The info you submit below will be used in promotions for registration, speaker outreach, etc. It is important to ensure nothing is inaccurate or misspelled, especially contact information. If you change employers or make any job changes, it is your responsibility to contact AASC with updated info. If you cannot be reached after several attempts, your workshop(s) will be cancelled.
Presentation Requirements and Details

Presentations will be 1.5 hour blocks including time for discussion and questions.

Workshops cannot start late or end early, as it would negatively impact our attendee CEUs.

It is essential to engage the audience. These sessions are intended to be workshops, not lectures, and therefore must be interactive either through specific activities or other forms of audience engagement (e.g. group discussion/open discussion).

Workshops that include games, trivia, simulations, demos or similar activities must have a walk through with AASC staff before the event to ensure the workshop’s success.

Presentations cannot be state specific, as attendees serve residents across the country; topics may use state-specific examples, but must address the content from a national perspective.

Audience size is anticipated to range from 20 to 250 participants per session. Caps on presentations will not be approved, except in very rare cases.

Presenters will be asked to submit some additional information and to upload presentations to a shared drive approximately 6 weeks before the Conference (specific date to be provided after presentations have been selected). Late information or changes will not be accepted.

Audio visual equipment will be provided (including handheld microphones, projectors, screens and laptops that run Windows 7, Office 2013); however, videos must be embedded within the presentation in order to play properly. If you miss the presentation deadline, you will be required to bring your presentation on a USB drive.

The maximum number of presenters for each session is 3, unless you are participating on a panel.

We respectively request that presenters do not use their speaking opportunity to self-promote; infomercials and sales pitches of any kind are strictly prohibited, including promoting books, products and services.

As a presenter, you agree to uphold certain sensitivities and social consciousness to topics such as gender, gender identity, sexual orientation, race, religion, politics, socio-economics and other issues that may be construed as offensive, divisive or polarizing. Presentations that address these social and cultural issues as they relate to service coordination and housing should be done respectfully and without personal agenda.

It is imperative to uphold the standard policies and procedures of service coordination as defined by AASC, including but not limited to ethical decision making.

We reserve the right to dismiss, deny or replace any presenter whose conduct negatively affects the program/event, AASC, its leadership or any of the participants.

For past presenters — the planning committee reviews submissions and reserves the right to deny/disqualify presenters whose presentation ratings are consistently lower than a composite score of 4.5 on a 5 point scale. Please do not submit the same presentation that you have submitted and/or conducted within the last 3 calendar years, unless it was specifically requested by AASC staff.