



Generations United’s 2019 International Conference: Request for Partners

Deadline: September 15, 2017

Generations United seeks potential partner(s) to co-convene the 20th Biennial International Intergenerational Conference in 2017. Letters of Interest should be submitted by **September 15, 2017**, per the guidelines described below.

INTRODUCTION

For three decades, Generations United has been the catalyst for policies and practices stimulating cooperation and collaboration among generations, evoking the vibrancy, energy and sheer productivity that result when people of all ages come together. We believe that we can only be successful in the face of our complex future if generational diversity is regarded as an asset and fully leveraged.

CONFERENCE OVERVIEW

The biennial conference is one of Generations United’s premier events, connecting children, aging and family professionals, administrators, academics, government officials, and advocates interested in intergenerational practices and solutions. The conference serves as the leading platform for highlighting intergenerational programs, practices, and public policies. It is also the only conference of its kind, aiming to grow and strengthen the community of practice for those working to connect the generations.

Conference attendance ranges from 150-350 attendees, including a significant number of international participants. As a non-profit, self-supporting conference, costs are expected to break even through fundraising, grants, registration income, and other revenue-generating streams. A sample schedule for the general flow of the conference is as follows:

| Generations United Conference: Sample Schedule | | |
|---|--|--|
| <p style="text-align: center;">Day 1:</p> <ul style="list-style-type: none"> - Learning activities/site visits - Evening opening reception with poster session/ program showcase | <p style="text-align: center;">Day 2:</p> <ul style="list-style-type: none"> - Opening plenary - Workshops/ roundtables - Awards luncheon (or dinner) - Workshops/roundtables | <p style="text-align: center;">Day 3:</p> <ul style="list-style-type: none"> - Keynote breakfast - Workshops/ roundtables - Networking luncheon - Closing plenary |

CO-CONVENER RESPONSIBILITIES

By partnering to bring the conference to different regions, Generations United is able to expand the intergenerational network, provide diverse cultural learning experiences, and showcase successful practices in different parts of the country. Co-convener(s) are expected to share the risks, responsibilities, and rewards associated with planning and implementing the conference. All expectations will be clearly outlined in a signed Memorandum of Understanding. Examples of co-convener responsibilities may include:

- Work with Generations United to develop conference theme and program.

- Coordinate all logistical arrangements, including space, hotel rate(s), equipment and food. (Hired meeting planner recommended.) Recruit and manage volunteers for on-the-ground support.
- Select the conference dates and develop a conference schedule in consultation with Generations United. The schedule should not conflict with other major related conferences.
- Work with Generations United to finalize conference budget, identify and solicit funders to cover core conference costs.
- Support recruitment of at least 250 attendees.
- Identify and invite keynote speaker(s) and solicit workshop presentations, including call for sessions and ongoing correspondence with presenters.
- Plan special events for attendees, such as learning activities and/or site visits.
- Design and host the conference website and develop other conference publicity material. (Note: The Generations United name and/or logo is to be included along with those of the co-convenor on all conference material.)
- Develop and administer online registration system. (Note: The co-host will work with Generations United to determine a registration fee structure. The fee structure should be appropriate for the conference's audience while also offsetting conference costs.)

GUIDELINES FOR LETTERS OF INTEREST

Letters of Interest are sought from Generations United members who wish to co-convene the conference in 2019. Submissions should be brief (maximum 1 page), and should include the following information:

- **Organization-** Provide description of the organization/institution and any additional partners/networks involved in the proposal
- **Staff/Capacity-** Identify the primary contact for this proposal; describe additional staff capacity to support conference planning and implementation; provide names and affiliations of 3-4 local individuals who would serve on conference planning committee
- **Location-** Preliminary recommendations for conference venue and local activities for attendees (site visits, service projects, etc.); Describe advantages of proposed location, including access to transportation, accommodations, etc.
- **Other (Optional)-** Ex. Suggested methods and networks for promotion; preliminary ideas for presenters and keynote speakers; outline potential sources of financial support, such as corporate donations, grants, and in-kind support.

NEXT STEPS

The deadline to submit letters of intent to Generations United is **September 15, 2017**. Please submit electronically to **Emily Patrick at epatrick@gu.org**.

If your proposal is accepted, the Generations United will request further information and will discuss roles and responsibilities in more detail leading to the development of a formal Memorandum of Understanding.

For further questions please contact Emily Patrick at epatrick@gu.org.