

Frequently asked questions about submitting proposals

When and where is the ICAA Conference?

The ICAA Conference is held in the autumn. In 2025, the conference will be held in Anaheim, California, USA, October 13-15, 2025.

Who are the attendees at the ICAA Conference?

Attendees include executives and senior managers, supervisors and staff across all functional areas and departments in continuing care/life plan communities, independent living, active adult, assisted living, memory care and nursing environments, community “seniors” centers, fitness clubs, and social service or government organizations.

What is the purpose of the educational program?

The ICAA educational program presents research and outcomes-based sessions that provide new insights or ways of thinking, specific program and activity formats and exchanges, and skills to build problem-solving and critical thinking.

What is the deadline for proposals?

Proposals are due Friday, January 31, 2025.

Proposals are accepted beginning December 5, 2024.

Are late submission accepted?

No proposals are accepted after the deadline.

Are there continuing education credits?

Yes. Multiple organizations are approved for continuing education units (CEUs) or continuing education credits (CECs). Approvals depend on the topic, the qualification of the speaker(s) and the session content.

How long are the sessions?

All sessions are 60 minutes. Speakers must provide content for at least 50 minutes so attendees can earn continuing education units (CEUs) or continuing education credits (CECs).

How are speakers chosen?

Proposals are reviewed and rated by industry peers based on the quality of information provided in the proposals and criteria listed in the ICAA Call for Presentations.

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Are speakers compensated?

The primary presenter (listed first on the submission form) receives one complimentary full-conference registration. Up to two co-presenters will each receive one complimentary full-conference registration. (Reminder, maximum three presenters per panel session.) Only one complimentary registration in total for an individual. The registration cannot be shared, transferred or used at a future conference. Speakers who are selected to conduct more than one session are given one free registration in total.

How do I submit a proposal?

All proposals are submitted through ICAA's web-based portal. No hard copies of sessions are reviewed. Download ICAA's online speaker proposal form, or copy and paste into your word processor. You'll see the criteria members of the ICAA Session Selection Committee use when evaluating speaking proposals.

Draft and rewrite to refine your presentation. Take the time to think and use spell check. Write the learning objectives of what people will take away, and use those to craft the description to meet those objectives. Ready? Copy and paste into the online submission form using the link in the Call for Presentations.

Can I save a proposal and go back to it later?

No. The proposal sections DO NOT SAVE as you move from one step to the next. To keep a copy for your files and facilitate the submission, draft all components of your proposal in advance and then copy and paste once you are ready to submit. The proposal will be saved when you click "Submit" at the end of the form.

Where can I obtain more information?

The ICAA Call for Presentations has specific information on topic areas and submission procedures. Download it here:

https://www.icaa.cc/conferenceandevents/presenter_application_form.php

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