



**Learning, innovating and working together to improve Vocational Rehabilitation services**

**Application to Host Summit 2014 or 2015**

The Summit Navigators are calling for applications to 7th and 8th Annual Summit on Vocational Rehabilitation Program Evaluation. State Vocational Rehabilitation Programs, TACE Centers, colleges and universities and research institutions are eligible to apply. Organizations that apply will need to submit their applications via email to Michael Shoemaker at [mtshoemaker@utah.gov](mailto:mtshoemaker@utah.gov) or Scott Sabella at [scott.sabella@unco.edu](mailto:scott.sabella@unco.edu) by **February 20, 2013**.

**Requirements of Hosting Organization**

1. The hosting group will work to fulfill the following mission statement of the Summit.

"The Summit on Vocational Rehabilitation Program Evaluation is an event whose purpose is to provide educational experiences based on the expertise of knowledgeable professionals, encourage collaborative conversations and inspire all to move towards excellence in program performance as a means of providing quality services to people with disabilities."

2. The hosting group with those that they are partnering will agree to the following. They will cover the costs for the conference rooms needed for presentations, rental of audiovisual equipment and if needed the cost of bringing in speakers. Since the beginning of the Summit there have been other sponsors that have annually contributed to offset some of these costs and we anticipate that they will continue to assist in these areas in the future. The Summit has been a two day event and has been held on a Tuesday and Wednesday which permits Monday to be the day of travel. Options for a Wednesday/Thursday Summit would also be considered. Each year it has been held in September to avoid conflict with other national conferences, but if there is a potential host that would propose a spring or winter option due to climate we would also consider these possibilities. Attendees will be responsible for the cost of travel to and from the conference, lodging, ground transportation and per diem. A registration fee has not been assessed before for the Summit, but this is something that can be discussed by each individual Summit Planning Committee.

3. The hosting group will establish at least nine months before the event a Summit Planning Committee which will include several Summit Group members.

4. Any questions regarding this application can be directed to Michael Shoemaker at (801) 538-7746 or at [mtshoemaker@utah.gov](mailto:mtshoemaker@utah.gov).

5. The Summit application will consist of a one page response to the questions on the next page.

*Successful communities offer the familiar comforts of a hometown, but they also have enough interesting and varied events to keep new ideas and new people cycling into the community.*

*(Wenger, 2002)*

Name of Organization:

Primary Contact for this proposal including name, phone number, email address and business address:

What year are you intending to apply for?

What is your vision for this Summit?

What steps do you propose to take to build upon the innovation of previous Summit events?

Who are you partnering with in this endeavor? (Often a State Vocational Rehabilitation agency or several agencies will partner with a TACE Center or university to expand the support that is useful in completing conference preparations).

What logistical support do you have available to use in the planning and implementation of this event?

What is the intended location for this event? It may be helpful to identify several venues where it might be held. The venue should have space to accommodate a group of 180 or more attendees.