



Learning, innovating and working together to improve Vocational Rehabilitation services

Application to Host Summit 2016

The Summit Navigators are calling for applications to host the 9th Annual Summit on Vocational Rehabilitation Performance Management Excellence. State Vocational Rehabilitation Programs, the national TACE 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 by Friday, November 21st, 2014. Final selection will be determined by a majority vote of the Summit Navigators.

Requirements of Hosting Organization

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

"The Summit on Vocational Rehabilitation Performance Management Excellence 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 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. The hosting group agrees not to hold the Summit or have travel to the Summit be required on Sunday. 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. The ideal venue would be able to offer government rates for lodging. 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 a couple of Summit Group members. All venues must be disability accessible. From experience we suggest that the hosting group start to secure dates one year before the event.

4. On-line event registration and presentation content will to be posted on the Summit Group website. The hosting group will collaborate with Summit navigators to ensure audio recording of at least the keynote speakers that can be posted on the Summit Group website. On registration materials the Rehabilitation Program Evaluation Network (RPEN) will be listed as a sponsor for the Summit and RPEN will be provided a free half page advertisement space in the registration booklet. The hosting group will help to facilitate and allow fundraising efforts for RPEN (i.e. t-shirt sales, ect.) The Summit Group logo will be added to the front page of the registration booklet. The hosting group will be responsible to obtain

permissions from attendees for photography so pictures are not taken of those who would refuse to be photographed.

5. After the Summit there is the expectation that the hosting group would host at least a teleconference call to review how the experience went so that they can assist with the next year's host to have a successful Summit. For continuity between Summits the hosting group will provide someone to serve on the next year's Summit Planning Committee.

6. The Summit application will consist of a one page response to these questions.

Name of Organization:

If the primary host organization for the Summit is a state Vocational Rehabilitation agency, we would request a short statement of support from the agency director.

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

What is your vision for this Summit?

What steps do you propose to take to build upon the innovation of previous Summit events? The link to view past Summit events is <http://vocational-rehab.com/training/summit-2014-presentations/>.

Who are you partnering with in this endeavor?

What logistical support do you have available to use in the planning and implementation of this event? Some forms of logistical support are arranging registration check-in at the event, negotiating terms and agreements with the venue and the facilitation of travel arrangements for keynote speakers.

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 250 or more attendees.

7. Any questions regarding this application can be directed to Michael Shoemaker at (801) 571-8533 mtshoemaker@utah.gov.