# Learning, Innovating and Working Together to Improve State Vocational Rehabilitation Services

## Application to Host Summit 2024 or 2025

The Summit Navigators and the VRTAC-QM are calling for applications to host the 15th Annual Summit on Performance Management Excellence in Vocational Rehabilitation in 2024 or 2025. Vocational Rehabilitation Programs, colleges and universities, technical assistance centers, and research institutions are eligible to apply. Submit applications via email to the Summit Navigator Proposal Committee to Scott Sabella at sasabell@buffalo.edu. The due date for all completed applications is Thursday, March 16, 2024.

If there is a preliminary interest you can have a more informal conversation by calling Scott Sabella, 716-645-1123, sasabell@buffalo.edu, prior to submitting an application.

### The Summit Group Purpose

The Summit Group on Performance Management in VR was created to support a national community of practice of state VR agency personnel and other supporters who are involved in program evaluation, quality assurance, data analysis, or continuous improvement roles. The goal is increasing networking between practitioners, sharing promising practices and tools, supporting the professional development of state VR agency performance management personnel, and continuous improvement of state VR agency service delivery systems.

### Information for Prospective Agency Hosts

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

"The Summit 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 and advocating for people with disabilities."

Hosting Organization Responsibilities

1. Recruit a Local Host/Executive Committee
   a. Staff registration table at Conference
   b. Local liaison with conference venue
   c. Arrange for room facilitators for presentations and roundtables
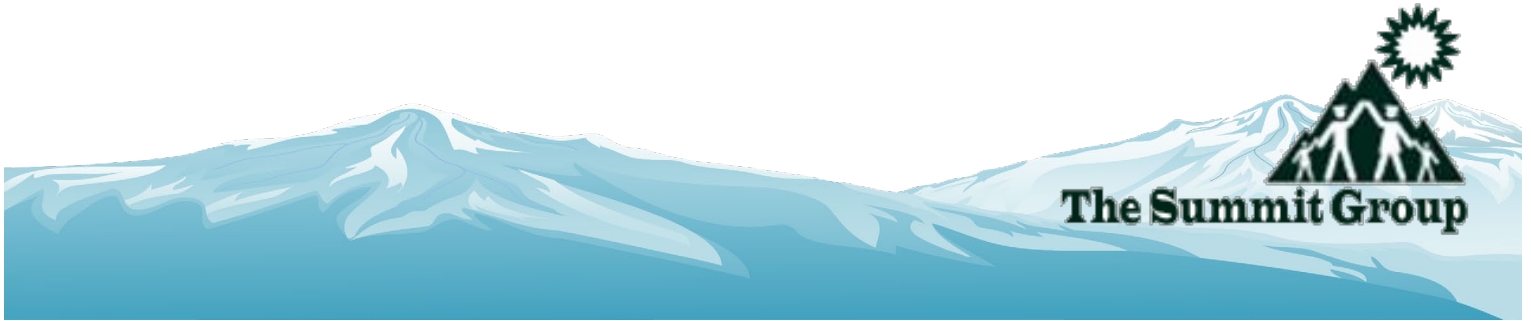
    d. Provide suggestions for social activities and meal options around the conference venue

    e. Final decision on Keynote/Plenary session speakers/panels (one plenary session may be reserved for updates from RSA)

    f. Assemble the Conference Planning Committee

    g. Participate in a post-conference call to review the conference and suggest improvements for subsequent conferences.

    h. On-line event registration.

    i. Accessibility conference recommendations management. All venues must be accessible for all types of disabilities.

2. Managing the costs for the conference, rooms needed for presentations, rental of audiovisual equipment, accommodation costs (e.g., CART and ASL needs), and if needed the cost of bringing in speakers. This is most frequently covered by a registration fee which has been in the range of $250 per person (prospective additional $100 registration fee to cover full conference expenses in future), though could be changed based on funding support and actual expected costs.

    a. The Summit Navigators are maintaining contact with partnering agencies to seek financial supports.

3. Planning for a two-to-three-day event (often a half day on a 3rd day). Hosts can propose whether a two- or three-day conference schedule would be most appropriate. The Summit Navigators will provide consult as needed.

4. 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.

5. It is recommended that the hosting group will establish a conference planning committee approximately nine months before the event. The Summit Planning Committee will include the addition of Summit Group members as needed. From experience, we suggest that the hosting group start to secure venue dates approximately one year before the event.

6. The Hosting Committee can solicit sponsors for the conference. Previous conference sponsors included: PEQA-TAC, RPEN, VRTAC-QM, state agencies, vendors, universities.

7. Presentation content will be posted following the event (consolidation and posting of event content/materials can be part of planning process). The hosting group will collaborate with Summit Navigators to discuss the feasibility and desirability of posting other types of media from the event.

8. Developing a conference evaluation plan that can be part of the conference planning process and planning committee work. Following the Summit, there is the expectation that the hosting group would host at least a teleconference call to review the evaluations and to discuss prospective improvements for future events.

9. For continuity between Summits the hosting group will provide someone to serve on the next Summit Planning Committee, or agree to provide consult to the next host.


Recommend dates for the Conference.

1. Past conferences have been held in late August or early September, though scheduling is flexible based on host preferences.

2. Prominent national conferences and events for state VR agencies should be avoided (e.g., CSAVR Fall Conference October 19-25).


Summit Navigator roles

     a. Facilitation of planning meetings (as needed)
     b. Consultation and guidance from past Summit conferences (as needed)
     c. Assistance with marketing and distribution of conference materials through the Summit listserv and other networks.
     d. Assistance with call for presentations and presentation vetting (as needed)
     e. Assistance with identification and coordination of keynote speakers (as needed)
     f. On-site support and facilitation of sessions
     g. Facilitation and coordination with other interested partners (e.g., technical assistance organizations, state VR agency personnel, universities, RSA, etc.)

**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, or appropriate leadership.

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

> Please provide the name and contact information for the person that will serve as the primary contact for the proposal. If another party will serve as the Summit Conference Planning Committee Chair for the conference, please include contact information for that individual as well.

> Name:

> Phone:

> Email:

> Location:

**Are you considering hosting in 2024 or 2025, and prospective month/time period of the event?**

**What is your vision for this Summit? (e.g., what are take aways you want participants to leave with, what prospective theme(s) for the conference, what ways of interacting we want to encourage, etc.).**

**Do you have any prospective partnerships with other organizations in this endeavor?**

> Often a State Vocational Rehabilitation agency or several agencies have partnered with a Technical Assistance Center, university, or other entity to expand the support that is useful in completing conference preparations. The Summit Navigators may help in coordination and outreach for participating co-hosts and partners.

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

Some forms of logistical support are conference venue and hotel arrangement contracts, online registration and registration fees processing, registration check-in at the event, session facilitators, managing keynote speakers, suggesting activities in and around conference site.

**What is the intended location for this event? It may be helpful to identify more than one prospective venues where it might be held. The venue should have space to accommodate a group of 130-160 attendees.**

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