NJ Age-Friendly Virtual Fair 2022: Tabler Worksheet

**Thank you for agreeing to present at a table at the 2022 NJ Age-Friendly Virtual Fair. Please complete this form to provide us with details for your table.**

* The information in this form will be used for your event registration and to compile an event program.
* Please complete the online form in one session, since you may not be able to return to your answers later. You can use this worksheet to prepare your submission. The online form can be found [here](https://rutgers.ca1.qualtrics.com/jfe/form/SV_dgNMc3odkjuJOMC).
* For a sample completed form, please view the document [here](https://storage.googleapis.com/production-constantcontact-v1-0-8/748/575748/Fj4X4DYK/2f02c3cb84b54e25971ba9e3cea8f90c?fileName=Sample%20Completed%20Tabler%20Form.pdf).
* For a sample table, please view [this recording](https://youtu.be/cayf4fa6mvQ).
* You can also use this template to work on the materials and submit when you are ready
* If you are collaborating with others in your table, please submit one form on behalf of that table.

**We kindly request this information to be submitted by 8/15/22.**

**1. Presenter details.** Please provide details on who will be presenting at your table. You can list one to four people. *We recommend a minimum of two presenters: One primary presenter and a co-presenter who can help monitor the chat and facilitate the discussion.* You are welcome to share these roles amongst your team. [If you do not list at least two presenters, you can still submit this form; the coordinating committee will reach out and work with you to identify someone.]   
  
This information will be used to create the program guide, so please enter presenter details as accurately as possible.

Presenter #1

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presenter #2

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presenter #3 (optional)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presenter #4 (optional)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Which presenter will be introducing the table in the main session?** Select one.

* Presenter #1
* Presenter #2
* Presenter #3
* Presenter #4

**3. What is the title of your table session?** (Maximum of 20 words; this may be further edited by event organizers.)

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**4. Description of your table** (100-150 words). We will use this content to create a program guide.

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**5. Please provide a 2-3 bullet point overview of your table.** Example points to include:

* Key elements of your work that you will be sharing
* What does your group add that is unique or novel to the age-friendly movement in New Jersey?
* How can people get involved or replicate?
* Point #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Point #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Point #3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**6. (Optional) If you would like to have handout(s) included in the Virtual Fair program guide, please include up to two links below:**

Handout #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Handout #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Please affirm that you plan to complete the following in advance of the Virtual Fair by checking each box:**

* Prepare a 1-minute "teaser" to present in the main session
* Prepare 3-5 slides to share at your table
* Share any additional handout materials with the planning committee by emailing [althea.ps@rutgers.edu](mailto:althea.ps@rutgers.edu)
* Join the Virtual Fair from a computer (not a mobile device) on September 15