REQUEST FOR PROPOSALS

STEP 1 OF 6

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Workshop & Session Proposals

Deadline for submissions: Monday, August 13, 2018 at 11:59pm EST

Amnesty International USA welcomes individual members, youth, student and local groups to submit a workshop or panel proposal to our fall Regional Conferences. This fall we will be hosting conferences in the following cities:

- **October 20, 2018: St. Louis, MO**
- **October 27, 2018: Boston, MA**
- **October 27, 2018: New Orleans, LA**
- **November 3, 2018: Philadelphia, PA**
- **November 10, 2018: Denver, CO**

Learning about current human rights issues, teaching skills, interactive discussions that shape our approach to human rights advocacy, and building a network of community activists who share resources and exchange ideas are the main objectives for these conferences.

At each RC, there will be 2 session blocks: 1 block of Workshops and 1 with Panels. Workshop sessions are 75 minutes. Panels are 45 minutes. Sessions should include participatory ways for building skills and knowledge. We encourage all workshops to be developed with hands-on learning activities, use of multimedia tools, and a call to action.

As a membership based organization, Amnesty International works to build and uphold partnerships between volunteer leaders and staff. It is through shared leadership that we do our best work. AIUSA has developed the following Guidelines for Shared Leadership, found here.

Prior to submitting your proposal we ask that you have a conversation with the appropriate AIUSA policy and/or issue expert and/or a member of the Organizing & Activism Unit. We can help to strengthen workshop proposals, find collaborators, and possible co-facilitators. For more information please contact fieldorganizingteam@aiusa.org

Proposals will be reviewed by AIUSA's Regional Conference Program Review Committee, which is a member led committee that will review and approve final program sessions.

All submissions must be received by Monday, August 13, 2018 at 11:59pm EST.

When designing a 75 minute workshop session and in selecting facilitators, we ask that you take into consideration the following best practices to make your proposed learning session a success:

- Clearly define your intended goals, objectives or outcomes of the session (to make it more concrete)
- Include a section on practical application and action planning in your session and explain what this will entail (to encourage an action and solution oriented approach)
- Plan an agenda!
- Attention to inclusion, diversity, equity, and accessibility (review the IDEA handout found here)
- Incorporate various styles of learning when possible (small group breakouts, multimedia tools, handouts)
- Prepare elicit questions to help draw participants into the subject matter
- What is the maximum number of participants for this workshop?

NEXT

33%

PROPOSAL INFORMATION

This section is required for all proposals. Please complete each question. Refer to the sample session proposals below when drafting your description (50 words max). If approved, descriptions and titles will be edited as needed for the program book.

SAMPLE TITLES & DESCRIPTIONS FOR PANELS & WORKSHOPS

Sample Panel Description:

Putting an End to the Death Penalty: Where Are We?

Ending the death penalty has been one of Amnesty International's longest running campaigns. It is continually inspired and sustained by moments that arise and help perpetuate our work toward abolition. Speakers will address high profile state campaigns and talk about a strategy to sustain movement work around the country.

Sample Workshop Description:

How do I lobby? Learn About Putting the Pressure On

Learn how to coordinate and conduct an effective lobby visit with elected representatives while using social media to #AmnestyLobby to engage staffers and raise awareness with a wide network of activists and potential activists.

USA AMNESTY INTERNATIONAL

Please select which Regional Conference you are submitting your proposal for: *

- [ ] Midwest @ St. Louis - 10/20
- [ ] Northeast @ Boston - 10/27
- [ ] South @ New Orleans - 10/27
- [ ] Mid-Atlantic @ Philadelphia - 11/03
- [ ] West @ Denver - 11/10

What is the title of your session? (10 words or less) *

0 of 100 max characters

Please provide a description of your session? (50 words or less) *

0 of 300 max characters

Please select the type of session for which you are submitting your RFP: *

- Workshop
- Panel
- Other

Which campaign priority (Refugees Rights, End Gun Violence, Deadly Force, Human Rights Defenders), or core program (death penalty abolition, women's rights, IAR, security with human rights) is reflected in your session? Please explain how your session will move our work forward. (25 words max) *

0 of 300 max characters

How does your proposed session connect to AIUSA's organizational development goals (Building capacity for advocacy impact, increasing awareness/understanding of human rights and visibility of AIUSA, growing/developing/deepening member engagement, increasing resources, partnering globally with AI, enhancing DEI, advancing best practices in governance, fostering innovation)? (25 words max) *

0 of 300 max characters

Please list 3 learning objectives for this session. *

(E.g. Workshop - The learning objective of this workshop is to train 25 human rights activists on how to use social media metrics to run targeted campaigns. Panel - The learning objective of this panel is to elevate the stories of effective activists to inspire others to take action; pair with a specific call to action)

If accepted, you will be required to submit your presentation or outline one month ahead of the 2018 Regional Conferences for review and feedback. Do you commit to this? *

- ◯ Yes
- ◯ No

PREVIOUS NEXT

STEP 3 OF 6

50%

SESSION ORGANIZER CONTACT INFORMATION

Please include the contact information for the individual responsible for organizing the workshop or panel. The organizer's role is to liaise with AIUSA staff and to confirm all details of the session, including description edits and/or changes, speakers or panelists, audio and visual needs, and all other logistics. Session Organizers may or not be participating in workshops, but they are the point person for their workshop.

Workshop Organizer: Individual who submits RFP and coordinates with AIUSA staff on the logistics for their respective session.

Benefit: Comped Registration

Name *

First

Last

Phone *

Email *

SAMPLE BIO

Sample Bio:

Kevin Ellison serves as Missouri Legislative Coordinator for AIUSA and is the legislative liaison between Missouri-based Amnesty activists and elected officials. He works as Supervisor and Quality Development Coach at Charter Communications and studies PR at Webster University. Kevin is a prolific social media user and passionate human rights advocate.

Brief Bio (50 words or less) *

0 of 300 max characters

I'm an AIUSA member:

- ◯ Yes
- ◯ No

Member ID:

Member Leader Title:

- [ ] Area Coordinator
- [ ] Area Coordinator Steering Committee
- [ ] Board Member
- [ ] Country Specialist
- [ ] Legislative Coordinator
- [ ] Local Group Coordinator
- [ ] Local Group Member
- [ ] Member Leadership and Training
- [ ] National Youth Advisory Committee
- [ ] Regional Death Penalty Abolition Coordinator
- [ ] State Death Penalty Abolition Coordinator
- [ ] Student Activist Coordinator
- [ ] Student Group Coordinator
- [ ] Student Group Member
- [ ] Thematic Specialist
- [ ] Young Professional Amnesty International
- [ ] Other

PREVIOUS NEXT

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INFORMATION FOR WORKSHOP FACILITATORS, MODERATORS, AND/OR PANELISTS.

If you are submitting a proposal for a workshop or panel that includes other facilitators or panelists, please indicate if they are a facilitator, moderator, or panelist and provide a brief bio (50 words max) for each. Bios will be edited as needed.

Panelist/Speaker: Subject matter expert who speaks at length during session about topic at hand. Benefit: Comped Registration

Facilitator/Moderator: Mediator for panel/workshop. Supports the flow of conversation by prompting discussion, does not need to be subject matter expert. Benefit: Comped Registration

Please select for whom of the following you are submitting additional information:

- ◯ Workshop Facilitator/Moderator
- ◯ Panelist/Speaker
- ◯ N/A

Name

First

Last

Email

Organizational Affiliation

Title

Brief Bio (50 word max)

0 of 300 max characters

STEP 5 OF 6

83%

WORKSHOP FACILITATORS, MODERATORS, AND/OR PANELISTS CONTINUED

Do you have additional Workshop Facilitators, Moderators, and/or Panelists to add? *

- Yes
- No

INFORMATION FOR WORKSHOP FACILITATORS, MODERATORS, AND/OR PANELISTS.

REQUEST FOR PROPOSALS

Thanks for contacting us! We will get in touch with you shortly.