

Program Session Submission & Criteria Guide

This guide is meant to offer clarity on selection criteria, process, and timeline. Please review carefully as you consider the content that you will be submitting for your session.

The 2019 AGM will provide a space for members/activists to connect with one another and to get tools/trainings that will help them engage in the priority campaigns and advance the programs and organizational goals. 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](#).

All members who plan to submit a proposal should contact the appropriate staff members and member leaders who work on a region or issue area, if applicable. If you are not sure which staff/member leaders to consult with regarding your proposal, please email eventsupport@aiusa.org. Before submitting, staff should collaborate on their proposals if their content areas overlap.

Overall Selection Criteria

Sessions should include participatory ways of building the skills and knowledge of AIUSA members in at least one of the following campaign/program areas:

- Protect the rights of refugees and asylum-seekers in the United States and worldwide
- End the human rights crisis of gun violence
- Resolve cases of human rights defenders, prisoners of conscience, and other individuals at risk
- Reduce unlawful killings by police
- Stop human rights violations in the name of national security
- Make progress toward abolishing the death penalty
- Reduce violence against women
- Protect reproductive rights and health

Additional areas of work, such as LGBTQI rights and Business and Human Rights, will also be considered as space allows.

In addition to your submission reflecting one of AIUSA's campaign/program priorities, it should also compliment at least one of these key areas in our organizational development goals:

- Build AIUSA's capacity for advocacy impact by expanding our constituent activist base and sharpening tools for member advocacy.
- Increase public support for human rights and visibility of AI by reframing the narrative on key issues, using compelling content, and engaging influencers, such as artists, key media and pundits.
- Enhance Inclusion, Diversity, Equity and Accessibility (IDEA) within AIUSA.
- Advance best practices of organizational governance and management.
- Foster innovation and evaluation.

When designing a 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
- Incorporate various styles of learning when possible (small group breakouts, multimedia tools, handouts)
- Prepare elicited questions to help draw participants into the subject matter

Selection Process

Members Vote on Sessions

Once session form closes, an online polling system will be open via the AIUSA member center. AIUSA dues paying members will be allowed to vote on sessions based on titles and descriptions. Polling will be open for 1.5 weeks. Once polling is closed, the results along with the full submission forms will be shared with the AGM Programming Committee.

AGM Programming Committee - Selecting Sessions

Sessions will be selected and approved by the 2019 AGM Programming Committee. The committee consists of member leaders and staff representing the below groups. The committee will review all submissions and select sessions based on criteria met, areas of priority, and member votes.

Membership Groups

- Area Coordinators
- Country and Thematic Specialist
- Host City/Area Local Group
- Legislative Coordinators
- Member Empowerment Training Project
- National Youth Action Committee
- State Death Penalty Abolition Coordinator
- Student Activist Coordinators

Staff Groups

- Advocacy
- Campaigns & Programs
- Organizing & Activism
- Policy

Selection Timeline

All submissions must be received by **October 22nd at 11:59pm** EST. There are no exceptions. Please email Event Support at EventSupport@aiusa.org with any questions related to your submission.

- Mid August: Program session application is posted & is publicized.
- September: Application remains open.
- Late October: Application closes and voting form opens.
- Early November: Voting closes & passed to committee for review.
- Late November: Session organizers updated on session selection status.
- December: Sessions publicized on AGM web page.
- January - February: Session logistics finalized.

Session Organizer Roles and Responsibilities of Approved Program Sessions:

Each session organizer of a workshop or panel is responsible for securing the commitment of the facilitator(s), moderator(s) and/or panelist/speakers(s) and coordinating communication between AIUSA and facilitator(s) or panelist/speakers(s). A session organizer may also be a facilitator, moderator, or panelist. Below are AIUSA's definitions of these three types of participants and what they will receive in return for their participation.

Session organizers: Each session organizer of a workshop or panel is responsible for assuring that the content of the proposal fits a 60 minute time frame. Responsible for booking and paying their own travel and lodging expenses.

Benefit: Comped Registration. Responsible for booking and paying their own travel and lodging expenses.

Panelist/Speaker (3 max): Subject matter expert who speaks at length during session about topic at hand.

Benefit: Comped Registration, 1 night hotel stay, domestic travel to/from AGM host city.

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. Responsible for booking and paying their own travel and lodging expenses.

The organizers and panelists or facilitator(s) should promote the session through blog posts, social media, listservs, etc. in advance of AIUSA's 2019 Annual General Meeting. There's a lot of competition in each time slot, so you have to promote yourself to get the best audience in the room.

As a session organizer, you will play a key role as an intermediary between AIUSA and your panelists or facilitator(s). AIUSA staff will do all we can to make sure you are up to date, but you will hold the primary responsibility for communicating information to your panelists or facilitator(s).

Please feel free to contact us at EventSupport@aiusa.org for further questions.