









# Workshop Session Submission & Criteria Guide

This guide is meant to offer clarity on the selection criteria, process, and timeline for submitting AGM workshop sessions. Additionally, it defines the responsibilities for session organizers, facilitators, and speakers. Please review carefully as you consider the content that you will be submitting for your session.

Please reach out to [eventsupport@aiusa.org](mailto:eventsupport@aiusa.org), if you have any questions on the submission process.

## Overall Selection Criteria:

Sessions should include participatory ways of building the skills and knowledge of AIUSA members in at least one of the following work areas which may also be found in the “our work” tab of [www.amnestyusa.org](http://www.amnestyusa.org)

 <p><b>GUN VIOLENCE</b> We address gun violence as a human rights crisis</p>	 <p><b>REFUGEE &amp; MIGRANT RIGHTS</b> We ensure that people can rebuild their lives safely</p>	 <p><b>DEATH PENALTY</b> We work to abolish the death penalty in the U.S. and globally</p>	 <p><b>NATIONAL SECURITY &amp; HUMAN RIGHTS</b> We expose and help end torture and other human rights violations</p>	 <p><b>DEADLY FORCE &amp; POLICE ACCOUNTABILITY</b> We expose and help stop unlawful killing by police</p>
 <p><b>HUMAN RIGHTS DEFENDERS</b> We protect the people on the front lines defending all of our rights</p>	 <p><b>GENDER, SEXUALITY, &amp; IDENTITY</b> We protect the rights of women, LGBT people, and Indigenous communities</p>	 <p><b>INDIVIDUALS AT RISK</b> We help free people imprisoned for exercising their human rights</p>		

**Programs will be selected based on proposals adequately meeting the following criteria. When designing a session and in selecting facilitators, please take the following into consideration:**

- Clearly define your intended goals and learning objectives/outcomes of the session
- Demonstrate knowledge and subject matter expertise in a human rights topic
- Attention to inclusion, diversity, equity, and accessibility
- Indicate how voices from impacted communities will be elevated in your session
- Ensure that descriptions are written coherently

## **Selection Process:**

### **AGM Programming Committee - Selecting Sessions**

Activist submitted sessions will be selected and approved by the 2020 AGM Programming Committee. The committee consists of member leaders groups listed below along with consulting staff members. The committee will review submissions and select sessions based on criteria met.

### **Membership Groups**

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

### **Staff may be representatives of the following teams:**

- Campaigns & Programs/ Organizing & Activism
- Advocacy
- Policy
- Inclusion, Diversity, Equity, and Accessibility

Staff representatives may join the committee to support with content review of sessions and will be available to answer questions that may arise from the committee as needed.

## **Selection Timeline:**

All submissions must be received by **Monday, November 4th at 11:59pm** EST. There are no exceptions. Please email Event Support at [EventSupport@aiusa.org](mailto:EventSupport@aiusa.org) with any questions related to your submission.

- Late September: Program session application is posted on web.
- Nov. 4th - Workshop Applications closes.
- November 20th or 21st: AGM committee holds final review meeting.
- Late November: Session organizers updated on session selection status.
- December: Sessions publicized on AGM web page.
- January - February: Session logistics finalized with Event Staff.

## Session Organizer Roles and Responsibilities of Approved Program Sessions:

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

### Session Organizer (1 Max):

- **Responsibility:** 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.

\*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).

### Panelists/Speakers (3 max):

- **Responsibility:** Subject matter expert who speaks at length during session about the topic at hand.
- **Benefit:** Comped Registration, 1 night hotel stay, domestic travel to/from AGM host city.  
\*International travel will not be covered. International based speakers will be asked to video conference into sessions.

### Facilitator/Moderator (1 max):

- **Responsibility:** Mediator for panel/workshop. Supports the flow of conversation by prompting discussion, does not need to be a subject matter expert.
- **Benefit:** Comped Registration. Responsible for booking and paying their own travel and lodging expenses.

Please feel free to contact us at [EventSupport@aiusa.org](mailto:EventSupport@aiusa.org) for further questions.