

AGM 2020 REQUEST FOR PROPOSALS

STEP 1 OF 5



20%

The 2020 AGM will provide a space for members/activists to connect with one another and to get tools/trainings that will help them engage in human rights work.

Please be sure to review the Program Session Submission & Criteria Guide prior to submitting your session.

All submissions must be received by Monday, November 4th at 11:59pm EST. There are no exceptions.

You will automatically receive a copy of your responses via email after you submit. Be sure to check your spam folder if you haven't received it.

Please email EventSupport@aiusa.org with any questions related to your submission.

NEXT

PROPOSAL INFORMATION

This section is required for all proposals. Please answer each question completely.

SAMPLE TITLES & DESCRIPTIONS FOR PANELS & TRAININGS/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.



What is the title of your session? *

Please provide a description of your session? (This will be used on AGM marketing platforms such as the website and app) (75 words or less) (Descriptions may be edited as needed) *

0 of 600 max characters

Please select the type of session: *

- Workshop/Training
- Panel
- Other

Which Area or Work/Issue does your session align with? *

- Gun Violence
- Refugee & Migrant Rights
- Death Penalty
- National Security & Human Rights
- Deadly Force & Police Accountability
- Human Rights Defenders
- Gender, Sexuality, & Identity
- Individuals at Risk
- Business & Human Rights
- Other

Who is your intended audience? *

- Youth
- AIUSA Members/Member Leaders
- Human Rights/Social Justice Activists
- Educators
- Other

What is your intended audiences' skill level? *

- Beginner
- Intermediate
- Experts
- Anyone can join!

Why should AIUSA choose your session: (Really let the committee know why your session will be valuable)? *

0 of 600 max characters

What will be the key takeaways for people who attend your session? *

If this session is accepted, you will be required to attend a session organizer training. Do you commit to this? *

- Yes
- No

PREVIOUS

NEXT

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.

Session Organizer: Individual who submits RFP and coordinates with AIUSA staff on the logistics for their respective session. If you are submitting the RFP but will NOT be the session organizer please include the name of the person who WILL be session organizer .

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 250 max characters

Please include a brief bio in this space only if you are facilitating a workshop or moderating a panel. This information will serve as a basis for the bio that will be included in our program book and potentially included in social media promotions, emails, and press. Please be as thorough as possible. Bios may be edited as needed. There is space in the next section to add information for additional facilitators and/or panelists. Place "N/A" in this response if you are completing this form for someone else and are not facilitating a workshop or moderating a panel.

I'm an AIUSA member:

- Yes
- No
- I don't know

Member Leader Title:

- Local Group Coordinator
 - Area Coordinator
 - Area Coordinator Steering Committee
 - Board Member
 - Country Specialist
 - Death Penalty Abolition Coordinator
 - Legislative Coordinator
 - Local Group Member
 - Membership Empowerment Training Project
 - National Youth Advisory Committee
 - Student Activist Coordinator
 - State Death Penalty Abolition Coordinator
 - Student Group Coordinator
 - Student Group Member
 - Country/Thematic Specialist
 - Youth Collective
 - Young Professional Amnesty International
 - Other
-

PREVIOUS

NEXT

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

If you are submitting a proposal for a workshop/training or panel that includes other facilitators or panelists, please indicate if they are a facilitator/moderator, or panelist/speaker and provide a brief bio (50 words max) for each. Bios will be edited as needed. If there are more than three panelists, please email EventSupport@aiusa.org.

Panelist/Speaker: 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

Internationally based speakers will be asked to video conference into sessions.

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 250 max characters

Are you submitting for another Workshop Facilitator/Moderator or Panelist/Speaker?

Yes

No

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 250 max characters

Are you submitting for another Workshop Facilitator/Moderator or Panelist/Speaker?

Yes

No

Are you submitting for another Workshop Facilitator/Moderator or Panelist/Speaker?

Yes

No

PREVIOUS

NEXT

Please note that if you select “Yes”, you will be asked to provide the same information as the above (Name, Email, Organizational Affiliation, Title, Brief Bio).

MATERIALS & EQUIPMENT

Please select the materials that you will need for your workshop, panel, or training. If approved, you will receive confirmation of materials and equipment that will be available in the room for your session.

Audio & Visual *

- I do not require AV
- Projector
- Audio
- Video
- Adapters (Specify which in Other)
- Other

Materials

- Loose leaf paper
- Markers
- Flipchart
- Pens
- Post-Its
- Other

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(s), moderator(s) and/or panelists/speakers(s) and coordinating communication between AIUSA and facilitator(s) or panelists/speakers. 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 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 for further questions.

[PREVIOUS](#)

[SUBMIT](#)