

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, 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 for at <https://www.amnestyusa.org/our-work/>. In addition, sessions can focus on specific organizing and activism skills such as digital organizing or organizing during COVID-19.

When designing a session and in selecting facilitators, please take the following into consideration:

- Proposal has clearly defined learning outcomes and/or demonstrate skills transfer
- Demonstrate knowledge and subject matter expertise in a human rights topic
- Indicate how voices from impacted communities will be elevated in your session
- Proposal is written coherently and is easily understandable; free of major spelling and grammatical errors
- Interactive and Innovative ways to engage participants
- Attention to inclusion, diversity, equity, and accessibility (IDEA)

Who is Your Audience?

This year we've asked folks to be more specific about their intended audience. This is in effort to support attendees in knowing which sessions might resonate the most with them. "Intended audience" does not mean this will be your only audience, as attendees can still choose to join your session even if they don't identify from the category indicated. For example, your intended audience can be educators, but a student might still choose to join your session. Nonetheless, we encourage you to submit your proposal with an audience in mind.

Below are a few key definitions

Intended Primary audience - The main audience that you feel will benefit from this session.

Intended Secondary audience - An audience that you feel this session would also be useful for.

Youth - Individuals under 25 years old

AIUSA Member - Dues paying member or any active and participating AIUSA member

Educators - Teachers, Trainers, Professors, and Advisors

Human Rights/Social Justice Activist - Any human rights and/or social justice activist

Intended Audience Level of Understanding - Experience and/or knowledge of content

Beginner - Attendee is a Human Rights newbie - Session will focus on basic concepts and stay away from acronyms

Intermediate - Attendee feels comfortable with basic concepts - Session will focus on building upon pre-established skills and knowledge

Advanced - Attendee understands fundamentals and is ready to apply their understanding to human rights work - Session will focus on collective problem solving

Selection Process:

AGM Programming Committee - Selecting Sessions

Submitted sessions will be selected and approved by the 2021 AGM Programming Committee. The committee consists of AIUSA member leaders groups listed below along with consulting staff members. The committee will review submissions and select sessions based on criteria met. It's possible that the committee might want to merge a couple proposals which are on the same topic or heavily overlap each other, should that be the case session organizers will be notified and asked for permission to proceed.

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 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 **Friday, December 18th at 11:59pm** EST. There are no exceptions. Please email Event Support at EventSupport@aiusa.org with any questions related to your submission.

- November 18th: Session Application opens.
- December 18th : Session Applications closes.
- December 22nd: AGMPC Provided with submitted sessions to review + Rubric and scoring form.
- January 8th: Deadline for scoring and reviewing submissions.
- January 11th - 15th: AGM committee holds final review/ decision meeting.
- January 16th (week of): Session organizers notified of decision
- February (date TBD): Sessions publicized on AGM web page.

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.

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 50 minute time frame.
- **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).
*Only session organizers can submit sessions, AIUSA reserves the right to decline any application that is submitted by someone who does not intend to help in organizing the session.

Panelists/Speakers (3 max):

- **Responsibility:** Subject matter expert who speaks at length during session about the topic at hand.
- **Benefit:** Comped Registration

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.

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