



2020 Aim Ideas Summit
Call for Workshop Proposals

This October, in South Bend, Aim will hold the Aim Ideas Summit. The Summit is Aim's largest annual gathering of municipal officials.

Aim will offer more than 25 workshops and sessions in conjunction with the Aim Ideas Summit. Workshop lengths may vary between 1.5 hours for early bird workshops and 1 hour for standard conference workshops. In 2020, the Aim Ideas Summit will take place October 6–8 at the Century Center in South Bend.

All Workshop Proposals Due: 4:00 p.m. (EST), Tuesday, May 26, 2020

All municipal members and corporate partners of Aim and state government agencies are welcome to submit a proposal for the 2020 Aim Ideas Summit. In addition to these opportunities, submissions may be selected for additional stand-alone workshops or webinars conducted by Aim. All workshop submissions must be designed to be of specific interest to municipal elected or appointed official audiences.

Workshop Proposal Requirements

- Workshops must be educational. Workshops that market specific products and services will not be accepted as part of this process. If you are interested in conducting a workshop to market a specific product or service, contact Jennifer Simmons (jsimmons@aimindiana.org) for information on our Vendor Solutions Workshops. There is a very limited number of Vendor Solutions Workshops.

- A well-rounded panel of presenters rather than an individual speaker is sometimes advantageous. Workshop proposals outlining a complete overview of a topic with suggested speakers identified, are preferred. **Although, Aim reserves the right to restructure or select alternative speakers.** 2–3 speakers are recommended for one-hour workshops.
- Workshops should provide a variety of perspectives. Do not propose a workshop, for example, in which three engineers speak about the same project. Provide comparisons from community to community, from different perspectives within the community or from differing points of view. Workshops should pertain to communities of all sizes and a diversity of skill levels within the municipal community.
- Put effort into creating your proposal. Only the best proposals will be chosen and they must be complete in order to receive consideration.
- For a one-hour workshop the maximum number of speakers on a panel should be three. You must provide a proposed length for your workshops. Please note there are limited opportunities for extended sessions.
- Proposal deadlines will be strictly enforced.
- All proposals must be submitted electronically via Survey Monkey.

Selection Criteria

- Overall quality of the proposal
- Applicability to audience
- Practical application of the material
- Presentation skills of the proposed speakers
- Experience and knowledge of the proposed speakers
- New or innovative topic
- Diversity of topics
- Respondent or speakers' involvement in Aim
- Timeliness and relevance of the topic
- Innovative format/instructional style
- Available time slots

Speaker Guidelines

- Speakers at Aim workshops may include Aim municipal and corporate partners, Federal and State elected and appointed officials and Aim affiliate group members. Corporate partner dues must be current in order to present at an Aim workshop.

- Workshops should be educational, and workshop speakers may not overtly market their firm, specific products or services. Speakers should avoid using the name of their firm or any other firm, except in introductions. You may put your company logo and contact information in your handouts.
- Aim does not provide monetary compensation for workshop speakers.
- **Speakers will be required to provide enough workshop handouts for each workshop participant.** This includes all PowerPoint presentations. Detailed instructions regarding handouts will be presented to you upon selection.
- Aim retains the sole right to cancel workshops. Aim cannot guarantee a set number of attendees at any workshop. Speakers may not cancel Aim workshops.

Workshop Topics

Aim encourages the proposal of thought-provoking and creative topics and will consider workshops on any topic. While we receive far more submissions than we can accept, we do keep submissions on file for future posts in The Terminal on the Aim website, Municipal Dispatch, use as webinar topics, etc.

Notification and Acceptance of Workshop Proposals

Aim will confirm receipt of proposals and will respond to all submissions in early June, 2020.

Questions regarding this solicitation should be directed to Jennifer Simmons, jsimmons@aimindiana.org.