



2022 Aim Ideas Summit Call for Workshop Proposals

November 2–4, at the historic French Lick Resort, Aim will host the 2022 Aim Ideas Summit. The Summit is Aim’s largest annual gathering of municipal officials. Aim will offer more than 25 workshops in conjunction with the Aim Ideas Summit. There are two workshop lengths at the Aim Ideas Summit: 1.5 hours and 1 hour. The majority of workshops fall into the 1-hour category.

All municipal members and corporate members of Aim, as well as state government agencies, are welcome to submit proposals for the 2022 Aim Ideas Summit. In addition to Aim Ideas Summit opportunities, submissions may be selected for stand-alone workshops or webinars conducted by Aim separate and apart from the Aim Ideas Summit. All workshop submissions must be designed to be of specific interest to municipal elected or appointed official audiences.

All Workshop Proposals Due: 4:00 p.m. (EST), Friday, June 10, 2022

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 about 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. NO MORE THAN 2–3 speakers** are recommended for one-hour workshops. Proposing too many speakers could hinder your success during the selection process.

- Workshops should provide a variety of angles. 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.
- 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 members, Federal and State elected and appointed officials, and Aim affiliate group members. Corporate members must be paid and in good standing 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 are welcome to provide enough workshop handouts for each workshop participant.** This includes all PowerPoint presentations. Attendees will be provided workshop materials via Dropbox in advance of the conference.
- If you submit an RFP response via this solicitation, you are committing to provide Aim with presentation materials by the stated deadline, which will be communicated when workshop selections are made. Presentation materials will be due approximately 2 weeks prior to the event.
- 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 July 2022.

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

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[Submit a proposal](#) via Survey Monkey.