



2024 Call for Workshop Proposals

Aim either programs or assists with programming more than 120 education sessions each year. While we have a great internal process for determining the best topics and delivery methods for our members, we can't do it alone. Your input is an important component of this process.

Aim will host the **2024 Aim Ideas Summit October 8–10 at the Grand Wayne Center in Fort Wayne**. 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. Most 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 2024 Aim Ideas Summit. All workshop submissions must be designed to be of specific interest to municipal elected or appointed officials. In addition to Aim Ideas Summit opportunities, submissions will be selected for stand-alone workshops, webinars, roundtables, and many other events conducted by Aim, separate and apart from the Aim Ideas Summit. If you would like your workshop to be considered for one or more of these opportunities, there is now a place in the online portal to indicate as much.

All Workshop Proposals Due: 4:00 p.m. (EST), Friday, May 3.

Workshop Proposal Requirements and Tips

- 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 Lesley Mosier at Imosier@aimindiana.org for information about our Vendor Solutions Workshops. There are a limited number of Vendor Solutions Workshop sponsorship opportunities.

- 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 cover multiple facets of the proposed subject matter. 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 to municipal officials with differing levels of experience.
- Put effort into creating your proposal. Only the best proposals will be chosen, and they must be complete to receive consideration.
- You must provide a proposed length for your workshops. Please note there are limited opportunities for sessions exceeding one hour.
- The proposal deadline will be strictly enforced.
- All proposals must be submitted electronically via the Survey Monkey link provided below.
- There is no limit on the number of proposals that can be submitted by one person or entity. If you have trouble submitting multiple proposals, please reach out to Kyle Lubelski at klubelski@aimindiana.org.

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
- Respondent or speakers' involvement in Aim

- Timeliness and relevance of the topic
- Innovative format/instructional style
- Available time slots

Additional 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 to present at an Aim workshop.
- Workshops should be educational, and workshop speakers may not overtly market their firm, specific products, or company services. Presentations that include advertisements will be rejected.
- You may put your company logo and contact information in any handouts.
- Aim does not provide monetary compensation for workshop speakers.
- **Speakers are welcome but not required to provide workshop handouts for each workshop participant.** This includes 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 thought-provoking and creative topics and will consider workshops on any relevant subject matter. We receive far more submissions than we can accept and keep submissions on file for future posts in The Terminal on the Aim website, Municipal Dispatch, and as previously mentioned, other Aim workshops and webinars.

Notification and Acceptance of Workshop Proposals

Aim will confirm receipt of proposals and will respond to all submissions in May 2024.

Questions regarding this solicitation should be directed to Kyle Lubelski at klubelski@aimindiana.org.

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[Submit a Proposal](#)