



2025 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 celebrate our 125th annual gathering during the **2025 Aim Ideas Summit October 21–23 in French Lick**. The Summit is Aim's largest annual conference of municipal officials. Aim will offer approximately 30 workshops in conjunction with the Aim Ideas Summit.

All municipal members and corporate members of Aim, as well as state government agencies, are welcome to submit proposals for the 2025 Aim Ideas Summit. All workshop submissions must be designed to be of specific interest to municipal elected or appointed officials. **Please note, workshops related to the fiscal realities and impact projections of SEA-1 are currently being developed. Submissions designed to educate municipal leaders on best practices, operational strategies, innovative technology, and other areas unrelated to the potential fiscal impact and outcomes of SEA-1 will be necessary to provide Aim members with a well-rounded conference experience.**

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 a place in the online survey to indicate as much.

All Workshop Proposals Due: 4:00 p.m. (EST), Friday, June 20, 2025.

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.
- **For the 2024 Aim Ideas Summit we received more than 125 proposals.** There is significant interest in this educational opportunity. Put effort into creating your proposal; those proposals lacking in detail, creativity, and relevancy to a broad segment of Aim's membership are unlikely to succeed.
- All workshop submissions should be designed for a one-hour block of time. Should Aim decide your proposed topic will qualify for a longer, Early Bird workshop timeslot, you will be notified.
- 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
- Attention to Aim's guidelines and criteria set forth herein

Additional Guidelines and Reminders

- 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 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.
- **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 committed to providing 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. Speakers may not cancel Aim workshops.
- If you are attending more than the workshop you have been selected to present, you will be required to register for the event. If you are only presenting your workshop and not attending any other portions of the Aim Ideas Summit, you will not be required to register.

- Hotel rooms are not provided nor guaranteed for Summit speakers. You will need to book a room when the hotel block opens.
- Aim does not provide monetary compensation for workshop speakers.
- Aim cannot guarantee a set number of attendees at any workshop.

Notification and Acceptance of Workshop Proposals

Aim will confirm receipt of proposals and will respond to all submissions in early July 2025.

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

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**SUBMIT A
PROPOSAL**