

**2023 AIN Virtual Conference
RFP Form/Document Version**

Last updated: October 4th, 2023

Please enjoy this PDF version of the RFP form for easy readability. Submit your proposal via our website or click the direct link here: <https://apin.memberclicks.net/2023-virtual-rfp>

Note: * is required

**RFP and Conference Information
Request for Proposals - 2023 AIN Virtual Conference
sustAINability**

Thank you for your interest in presenting at the 2023 Applied Improvisation Network (AIN) Virtual Conference!
This year's AIN Online Conference is our 27th annual conference, and AIN's third virtual conference.

Our conference runs from November 16th - November 19th, 2023. And this year's theme is...sustAINability!

The world is facing a sustainability crisis. Climate change, environmental degradation, and social inequality are all on the rise. We need new ways to think and act if we are to create a sustainable future for all.

Applied improvisation is a powerful tool for creativity, collaboration, and problem-solving. It can be used to address a wide range of sustainability challenges, from developing new technologies to building more resilient communities.

The "sustAINability" 2023 AIN Virtual Conference will bring together leaders from the worlds of sustainability, improvisation, and the arts to explore the potential of applied improvisation to create a more sustainable world.

The conference will feature keynote speakers, workshops, panel discussions, and performances. Participants will have the opportunity to learn about the latest research in applied improvisation, share their own experiences, and build relationships with other changemakers. The conference will culminate in a call to action for how applied improvisation can be used to address the sustainability crisis.

Here are some specific topics that we would like to explore at the conference:

How can applied improvisation be used to develop new technologies that are more sustainable?

How can applied improvisation be used to build more resilient communities?

How can applied improvisation be used to address social inequality?

How can applied improvisation be used to change our mindsets about sustainability?

NOV 16 - NOV 19, 2023

The conference will take full advantage of the virtual opportunities. Expect many of your favorite events:

- AINxTalks
- Keynotes
- Workshops
- Plenary sessions
- Networking
- Social Events
- Game Swaps

AND this year we will also:

- Run timezone blocks, so everyone across the world has blocks of sessions at decent times to maximize access and inclusivity
- Offer asynchronous workshops (think about what you might want to propose as a session that can be experienced as a self-paced program)
- Record sessions for later playback (minimized FOMO!)
- Extend the conference timeframe (less stress, more value!)

Please check your email (that you provide us) for updates about your submission! Thank you again for your interest in presenting. Can't wait to see what you submit!

This form has the following sections:

- Your Contact Information/Bio and Headshot (And Co-Presenter Information)
- Session Questions
- Tech Requirements
- Recording Information and Agreement
- Conference Agreements and General Questions

Contact Information/Bio and Headshot

Your Name (First and Last)*

Email Address*

Biography*

Phone Number*

Local Region*

What is your Local Time Zone? (Example: Cape Town is SAST / South Africa Standard Time, New York is EST / Eastern Standard Time)*

Please upload your headshot/best selfie! (Any size/dimensions are fine)*

Please see the following for co-presenter information:

Do you have a co-presenter?*

Yes

No

(If yes...these questions will pop up)

Do you have more than one co-presenter for your session?*

Yes

No

(If yes...this paragraph will pop up): If you have just one co-presenter, please answer the following questions about your co-presenter.

If you have more than one co-presenter, please email us the full list of co-presenters and their emails, biographies and headshots for your session. Please email appliedimprovnetwork@gmail.com. Thank you.

Co-Presenter's Name (First and Last)

Co-Presenter's Email Address

Co-Presenter's Biography

Please upload your co-presenter's headshot/best selfie! (Any size/dimensions are fine)

Session Questions

Please provide information about your session.

Session Title*

Session Description (100-200 words)*

Which type of session would you like to present?*

- Workshop (live, interactive activities)
- Facilitated discussion/panel
- Presentation/talk
- Pre-recorded (example: a course)
- Performance
- Other

How does your session connect with this year's theme...sustAINability?*

What track/genre is your session?*

- Sustainability
- Social/Humanitarian
- Business
- Education
- Medical
- Other

Please write three Learning Objectives for your session/workshop. Learning objectives should be brief, clear, specific statements of what attendees will be able to do at the end of your session as a result of the activities, teaching, and learning that has taken place.*

Please explain the overall flow and plan for your session/workshop. The session/workshop flow should detail the order of activity or events for your session.*

Select the TOTAL ideal length for your session. If you would like to add a debrief segment to your session, please be mindful of that amount of time and add it to your total ideal length.

What is the TOTAL ideal length of your session?*

- 15 minutes
- 30 minutes
- 45 minutes
- 60 minutes
- 75 minutes

90 minutes

Please note: Last year on average, each virtual session had about 30-40 attendees. Potentially, your room could have 75-100 people in attendance. We are not asking the minimum/maximum size for your session as the attendance can and will vary with each session.

Technical Aspects of your Session

Any tech requirements? Please choose all that apply.*

- Breakout Rooms
- Chat
- Whiteboards
- Screen Sharing
- Live Transcription
- Video/Music Playing
- Zoom Polls
- Timers
- Tech Assistant
- 15 minute prep, before session

For FULL participation... Please choose all that apply.*

- Participant(s) cameras need to be ON.
- Participant(s) microphones need to be ON.
- All content must be SEEN (screen sharing is required for my session).
- All content must be HEARD (mic/audio/music must be heard during my session).
- Other

Can a participant join your session at any time? (*i.e.*, *Do they need to be present for the full session?*)*

- Yes, they can join at any time.
- No, they must join at the start time, and please do not allow entry after my session begins.

What time of day would you like to present? (Approximately)*

- Morning
- Afternoon
- Evening
- Night

What day would you like to present your offer? Select all that apply. (Please note: if your offer is selected, we will email you with your official presentation date and time).*

- Thursday, November 16th
- Friday, November 17th
- Saturday, November 18th
- Sunday, November 19th

Do you have any questions/comments/concerns about the tech for your session?

Recording Information and Agreement

One of our consistent goals and achievements with our annual Virtual Conference, is the idea behind harvesting and recording every session.

We like to record every virtual conference session for a few reasons:

1. As this is an online, global, and around the clock conference, we realize that **not everyone can join in for every session**. We record sessions for later playback and to minimize our network's FOMO!
2. **Harvesting** for future AIN events, research, and archival intentions.
3. The recorded sessions will be compiled after the conference into a **conference content package** and shared with all registrants, the recorded content is a perk and many enjoy watching the content until the end of the year. Some people register for the conference, just to watch the recorded sessions!

By submitting my proposal, I agree to have my conference session recorded.*

- Yes
- No

(If no...this message will pop up): *You selected "No" for the recording agreement. Please let us know WHY you do not want your session recorded. We will still consider your proposal, but will be mindful of your no-recording request.**

Conference Agreements and General Questions

Please read the following and agree with the statements. Then, submit your proposal.

Please note, by submitting your proposal, if your session is selected, you are giving us your permission to use your information in this form for the website and conference program.*

I agree with the statement above.

If chosen, I give my consent for a recording of my session to be available to conference registrants for 30 days (and any extensions AIN grants).*

I agree with the statement above.

By submitting your proposal, you grant us the permission to promote your session, use your photos, videos, session recording, etc. on our websites and socials.*

I agree with the statement above.

Last year on average, each virtual session had about 30-40 attendees. Potentially, your room could have 75-100 people in attendance.*

I agree with the statement above.

Have you attended one of our virtual conferences before? (2021 or 2022?)*

Yes!

Nope, this is my first AIN Virtual Conference!

Anything else we should know?

Thank you for submitting your proposal for the 2023 AIN Virtual Conference! Please check your email for updates.
