

**Engaged Citizenship Common Experience (ECCE) Speaker Series**

**Fall 2022 Proposal Form**

Fall Proposal Deadline: Monday, April 25, 2022 at 5PM Central Time

ECCE Speaker Series is accepting event proposals for the Fall 2022 semester for both live events and events that can be pre-recorded on Zoom.

Available Funding for Fall 2022 Events:

* Event / presenter funding up to $1,000 per event is available for live events, as well as limited travel funding for transportation and lodging.
* Event funding up to $500 per event is available for pre-recorded Zoom events.

**Instructions:**

1. Read the  [**Speaker Series Proposal Instructions & Guidelines Form**](https://www.uis.edu/speakerseries/wp-content/uploads/sites/168/2022/03/Fall-2022-ECCE-Speaker-Series-Proposal-Instructions-Guidelines-Form-031722.pdf) before completing the proposal form, which can be found on the Speaker Series website.
2. Complete all sections of this form. Contact Kimberly Craig, Speaker Series Coordinator, with any questions at 217.206.6245 or [craig.kimberly@uis.edu](mailto:craig.kimberly@uis.edu)
3. Submit this completed form by the proposal deadline date of Monday, April 25, 2022 at 5PM Central Time by emailing it to Kimberly Craig at [craig.kimberly@uis.edu](mailto:craig.kimberly@uis.edu).

Proposals will be reviewed by ECCE Speaker Series Faculty Committee. Proposals will be evaluated by the committee on two factors:

* Clear relevance to at least two of the ECCE learning outcomes (listed in the instruction form).
* A strong engagement component to bridge event the information presented in the event to the selected ECCE learning outcomes.

The proposal review process takes about four weeks.

UIS faculty, staff, students, and UIS Registered Student Organizations, as well local community members and organizations are encouraged to submit proposals for ECCE Speaker Series events. Student and external proposals must be submitted by a faculty or staff sponsor. See additional instructions in the *Speaker* *Series Proposal Instructions & Guidelines* *Form*. Speaker Series will not accept proposals submitted directly by students or proposals from individuals or groups external to UIS.

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| **PROPOSER’S CONTACT INFORMATION** | | | |
| **UIS Event Proposer’s Name** |  | **UIS Department / Affiliation** |  |
| **Email Address** |  | **Phone Number** |  |

By checking or initialing this box, I certify I have read the entire *Speaker* *Series Proposal Instructions & Guidelines* *F*orm.

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| **PROPOSAL TYPE** | | |
| **Type of Proposal:**  See the*Speaker* *Series Proposal Instruction & Guidelines* *Form* for definitions and details of each proposal type. | Check all that apply:  Participation Proposal (No budget information required.)  Co-Sponsorship Proposal (Complete Event Budget Worksheet.)  Full Proposal (Complete Event Budget Worksheet.)  Student or Student Organization Proposal  Community Member or Community Organization Proposal | |
| **PROPOSED EVENT INFORMATION** | | |
| **Event Format** | | Live Event  Pre-Recorded Zoom Event |
| **Event Type**  *Lecture, panel, workshop, film screening,\* performance, etc.*  *\*If you are proposing film screening, you must complete the* **FILM PURCHASE AND SCREENING LICENSE** *section at the end of this form.* | |  |
| **Event Title** | |  |
| **Event Estimated Run Time**  *For traditional lectures, we recommend 30 – 40 minutes of lecture and 15-20 minutes of discussion.* | |  |
| **Presenter(s) Name(s)** | |  |
| **Preferred Week of Live Event or Event Recording**  *Fall 2022 events will take place between August 29 and November 11, 2022.* | |  |
| **For Pre- Recorded / Zoom Events Only:**  **Preferred Date Event Recording Posted to the Speaker Series Video on Demand Website**  *Your event recording will be posted on a Monday*  *between September 12 and November 14, 2022.* | |  |

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| **ADDITIONAL EVENT INFORMATION** | |
| **Brief Description of Event**  **Limit to 150 word count!!**  *This text will be publicized in our event schedule.*  *For examples of prior event descriptions, visit our Speaker Series Events Archives page at* [*https://www.uis.edu/speakerseries/events/archive/*](https://www.uis.edu/speakerseries/events/archive/) |  |
| **Brief Presenter Biography**  **Limit to 150 word count!**  *This text will be publicized in our event schedule.* |  |
| **Presenter(s) Contact Information**  *Email address, phone number, and agent’s contact information if applicable.* |  |
| **Have you gauged the presenters’ interest in presenting this event at UIS or via Zoom?** |  |
| **Event Graphic for Speaker Series Promotion** | Please email a picture of your presenter or another graphic you wish to use to promote your event. This graphic should be sent as an attachment when you submit this proposal form. For examples of images used in our prior event descriptions, visit our Speaker Series Events Archives page at <https://www.uis.edu/speakerseries/events/archive/> |
| **Mandatory Commitment to a Strong Engagement Component**  *Special steps must be taken to implement an effective engagement component.*  *As the event proposer, it is your responsibility to serve as the event moderator and assist the presenter(s) in bridging the event content to the ECCE learning outcomes so UNI 301 students attending your event and / or watching the event recording are prepared to complete their class reflection assignment for this event.*  **Confirm by writing a statement in the adjacent cell that you agree to work with Kimberly Craig to plan and implement an effective engagement component for this event.** |  |

**ECCE Relevance Requirement**

Complete all three sections below based on the proposed event - **not** the presenter.

1. **Event Synopsis:** Provide a **three-sentence synopsis** of the **event’s relevance to ECCE**.

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1. **Explanation:** Explain***HOW*** the proposed event **ties into the ECCE learning outcomes.** You must answer a minimum of **TWO** of the following questions (a-f). Insert *N/A* for those learning outcomes you do not choose to include.
2. Does the proposed event allow students and the general audience to recognize their social responsibility toward their larger community? How so?

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1. Does this proposed event lead to awareness of and respect for the diversity of cultures and peoples in this country and in the world? In what ways?

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1. Does the proposed event lead to reflection on the ways involvement, leadership, and respect for community occur at the local, regional, national, or international levels? Explain.

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1. Does the proposed event identify how economic, political, and social systems operate now and have operated in the past? How so?

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1. Does the proposed event engage the audience in an open-minded and ethical decision-making and action? In what ways?

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1. Does the proposed event provide knowledge that could lead to reflection on the distinction between the possibilities and limitations of social change? Explain.

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**Required Engagement Component**

The purpose of the engagement component is to provide an opportunity for students and others in attendance at the event to ask questions, **unpack** the information presented, and to help them to **frame t**hat information into the ECCE learning outcomes.

1. Describe your plan for the required engagement component of this event. Specify the type of audience participation you plan for this event. For example, a question and answer session or a discussion panel.

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1. The goal of your event’s engagement component is to provide a strong takeaway for students, showing them how the ECCE themes are actionable and how they are (or can be) personified in “real life” outside of the classroom. A reminder that it is YOUR responsibility as the event proposer to also moderate your event.

In the box below, provide details on how you will implement your chosen engagement component and the steps you will take to ensure you meet this goal in your live or pre-recorded / Zoom event format.

If you plan to have a discussion panel following the presentation, who are the potential members of your panel? What questions or topics do you envision posing to your panel? (Note these don’t have to be finalized for the proposal, but it will be helpful for the committee to have an idea of your intentions.)

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For Pre-Recorded / Zoom events only:

Implementing an effective engagement component as part of a pre-recorded event can be a challenge! To see examples on some creative ways in which engagement components have been incorporated into pre-recorded Speaker Series events via Zoom, please look at some of our Fall 2020 – Spring 2022, which are posted on our [**Video on Demand**](https://www.uis.edu/informationtechnologyservices/connect/webcasting/webcasting-ecce/) page.

You must assemble a small group to attend the recording to ask questions and / or participate in the discussion. Your participants / “question askers” can be students, colleagues, community members, and / or practitioners / experts in your event topic. Please describe below the group of individuals you plan to invite to serve as your event participants / “question askers”.

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1. **Discussion Questions:** List three questions to be used in your event’s engagement component that ties the information that will be presented in the event to the ECCE themes.

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**Additional Notes**

List any additional notes or comments about the event and / or this proposal.

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**Speaking Fee / Presentation Budget**

* Event funding up to $1,000 per event is available for live events, as well as limited travel funding for transportation and lodging. (See separate Travel Budget Worksheet below.)
* Event funding up to $500 per event is available for pre-recorded Zoom events.
* Current University of Illinois employees can only be paid a maximum $300 per event.

**Participation Proposal:**  No budget information is required.

**Co-Sponsorship Proposal:** Indicate below the amount of funding requested from Speaker Series and the intended use of the funding.

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| Amount of funding requested from Speaker Series:  Intended use of the funding: |

**Full Proposal:** Indicate below the speaking / presentation fee you are requesting for your presenter(s).

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| Speaking / Presentation fee: |

*Note: It is the proposer’s responsibility to initiate contact with the speaker / presenter and establish a mutually agreed-upon fee for contractual services. Advise the presenter(s) that all expenses associated with the event will be paid / reimbursed after services have been rendered. The payment / reimbursement takes approximately six weeks after the event occurs.*

**Travel Budget (for LIVE events only)**

**Participation Proposal:** No travel budget required.

**Co-Sponsorship Proposal:** Indicate below the amount of travel funding requested and the intended us of the funding.

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| Amount of travel funding requested from Speaker Series:  Intended use of this travel funding: |

**Full Proposal:** Complete the *Travel Budget Worksheet* below.

**Travel Budget Worksheet for Full Proposals**

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| **TRAVEL EXPENSES** | | | | |
| **Presenter Name** | **Starting Location**  **(Home airport, etc.)** | **Mode of Transportation** | **Cost** | **Amount Requested** |
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*Note: Use an online travel site to estimate airfare and / or mileage reimbursement costs. Include departure city / airport name, mode of transportation, estimated costs of travel, and amount requested. Be sure to budget for ground transportation to / from airport, as well as airport parking. As of January,2022 the OBFS-approved mileage reimbursement rate is $0.585 per mile. Calculate mileage reimbursement using the following formula: # miles x $0.585 / mile x 2 (round trip). If a presenter is based in Chicago, the preferred OBFS mode of transportation from Chicago to Springfield is Amtrak. Prices for Amtrak tickets can be found on the Amtrak website* [*https://www.amtrak.com/home.html*](https://www.amtrak.com/home.html)

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| **LODGING EXPENSES** | | | | |
| **Number of Rooms** | **Number of Nights** | **Government Rate**  **(currently $85 + tax = $97)** | **Cost** | **Amount Requested** |
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*Note: Per University policy, Speaker Series can only pay for accommodations at hotels that offer the State of Illinois Government Rate. As of January 1, 2022, the approved State rate for Springfield is up to $85 per night, plus about $12 in taxes for an estimated total of $97 per room per night.*

**Notes on Meals / Per Diem / Event Receptions**

Meals / Per Diem: Speaker Series does not provide meals or per diem for presenters. Speaker Series does not arrange or fund pre or post-event meals with presenters, faculty, students, or staff, nor can meal costs be reimbursed to the presenter or proposer.

Pre / Post-Event Receptions: Speaker Series does not organize or pay for pre or post-event receptions. Organization of and funding for receptions must be made by the proposer. You must advise the Speaker Series coordinator in advance of planning a reception to ensure the reception times does not interfere with the actual event (or the mandatory sound-check prior to an event).

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| **FILM PURCHASE AND SCREENING LICENSE** | | | | |
| Films **MUST** be closed captioned to meet ADA requirements. | **Film Title** | **Film Screening /  Licensing Agent & Contact Information** | **Cost** | **Amount Requested** |
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*Note: If your proposed event includes screening a film or showing film clips, it is the responsibility of the proposer to research the availability of the film, the film screening license purchase process and costs. Proposers must first check to see if Brookens Library has the film and screening rights. If Brookens Library does not own the film or the screening rights, you must locate the film company/screening/licensing agent, provide their contact information and PROVIDE all associated costs to purchase the film and the public screening license.*

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| **OTHER COSTS** | | |
| **Item & Brief Description** | **Cost** | **Amount Requested** |
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**Proposal Submission Consent Statements**

By submission of this proposal, I certify that I have read and understand the *Speaker* *Series Proposal Instructions & Guidelines* *Form*. I agree to abide by the terms and conditions set forth in these guidelines by ECCE Speaker Series as it relates to my event. I accept the responsibility and will be held accountable for complying with Speaker Series policies, procedures, and deadlines throughout the event planning process. I am aware that if I, my representatives, or my invited presenter(s) do not comply with Speaker Series deadlines or policies, the event may be canceled.

Speaker Series reserves the right to cancel an event for non-compliance with stated deadlines or policies or blatant disrespect to Speaker Series staff or administration by any affiliates associated with the event.

**Proposal Submission Consent Statements**

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**Contact Information for Questions or Further Information**

Contact Kimberly Craig, Speaker Series Coordinator, at [craig.kimberly@uis.edu](mailto:craig.kimberly@uis.edu) or at 217.206.6245 with any questions about the proposal process or for assistance in planning / envisioning your event.