



Engaged Citizenship Common Experience (ECCE) Speaker Series Proposal Instructions & Guidelines Form

What is the ECCE Speaker Series?

The Speakers Series is part of the Engaged Citizenship Common Experience (ECCE), the distinctive set of courses taken by undergraduates at the University of Illinois Springfield (UIS) to foster the appreciation for and practice of diversity and the active effort to make a difference in the world. The Speakers Series is designed to complement the other categories of coursework in the curriculum, which include:

- U.S. Communities
- Global Awareness
- Engagement Experience
- ECCE Elective

ECCE Speakers Series events supplement the learning that occurs in the other ECCE coursework and reflects the aims of the curriculum.

The Tie Between ECCE Speaker Series Events & The Speaker Series Course (UNI 301)

All undergraduates completing a degree at UIS must take one hour of the ECCE Speakers Series course, UNI 301. For the one hour of credit, students participate in four campus-sponsored events by on topics that exemplify engaged citizenship and reflect on each event through writing assignments.

Because there are no “regular” class meetings, ECCE Speaker Series events comprise the curriculum of the UNI 301 course each semester. Each event proposer must plan and structure their event in a way that ensures UNI 301 students have an opportunity to bridge the event content to the ECCE learning outcomes. For this reason, your proposed event must clearly fit at least two of the ECCE learning outcomes, which are listed below.

- *Recognizing the social responsibility of the individual within a larger community.*
- *Practicing awareness of and respect for the diversity of cultures and peoples in this country and in the world.*
- *Reflecting on the ways involvement, leadership, and respect for community occur at the local, regional, national, or international levels.*
- *Identifying how economic, political, and social systems operate now and have operated in the past.*
- *Engaging in open-minded and ethical decision-making and action.*
- *Distinguishing the possibilities and limitations of social change.*

Note: The event proposer must agree to moderate their event and ensure UNI 301 students and other participants have an opportunity to bridge the event content to the ECCE learning outcomes.

The Proposal Process

Proposals are reviewed by a faculty committee for ECCE relevance. **Proposals are evaluated by the committee on two criteria: the event content and the strength of the engagement component.**

The faculty committee may request more information or ask that the proposal be revised and resubmitted. In such cases, the committee will provide clear guidance on the additional information requested. A firm deadline will be provided with the revise and resubmit request. Late responses to revise and resubmit requests are not accepted.

Each proposed event is reviewed based on the content as it is written in this proposal form. Should your event be approved, it is your duty to provide advanced notification of any expected event changes to the Speaker Series Coordinator. Substantial changes to the approved proposal are subject to the approval of the faculty committee.

The committee review process takes approximately four weeks. You will be notified by via email by Kimberly Craig, Speaker Series Coordinator, on the committee's decision of whether or not your event is approved and if your event has been ranked for inclusion on the next Speaker Series schedule. This email will also include additional details, including the amount of funding approved for the event.

Student Proposals and Proposals External to UIS

Students, registered UIS student organizations, community members and organizations are encouraged to submit proposals for ECCE Speaker Series events. Student and external proposals, however, must be planned in partnership with and sponsored by a current UIS faculty or staff member.

Student or external proposals must be submitted by the faculty or staff sponsor on behalf of the student / group or community member. **Speaker Series will not accept event proposals submitted directly by students or proposals external to UIS.**

The Speaker Series office will be happy to assist students, groups, and community members by suggesting potential faculty or staff members to sponsor your proposal based on the subject matter. Contact Kimberly Craig at 217.206.6245 or craig.kimberly@uis.edu for additional information.

Required Proposal ECCE Relevance & Engagement Component Elements

Event Content

Because your proposed event will comprise the UNI 301 curriculum for a “class meeting”, the faculty committee will evaluate the content of your proposed event for strong ties to two or more of the ECCE learning outcomes. It is vital that your proposal “makes the case” for ECCE relevance by clearly stating how the content of your event explores or resonates with two (or more) of the learning outcomes.

Your explanation of ECCE relevance must focus on the event itself and not the presenter. Although important, ECCE Relevance will not be evaluated on a presenter's resume or biography. ECCE relevance is only evaluated on the content of the proposed event.

Engagement Component

Your proposal must detail a solid plan for a strong 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 help them **frame** (or **reframe**) that information into the ECCE learning outcomes.

Examples of engagement components include a question and answer session, small-group discussions, or a hands-on activity. The proposal form requires you to specify the type of engagement component you plan for your event and how you will implement it.

The committee will evaluate your proposed engagement component on how you intend to **bridge** the event content to the learning outcomes for our UNI 301 students and others in attendance. The goal of this part of the event is to provide a **strong takeaway for students**, showing them how the ECCE themes are actionable and how they can be personified in "real life" outside of the classroom.

To assist you in forming a strong engagement / discussion component, the proposal form requires you to compose three discussion questions that ties your event to the ECCE learning outcomes.

Preparing Your Proposal / Planning Your Event

- A clearly defined event structure is required for all events at the time of submission.
- Co-sponsorship / collaborative efforts are encouraged to strengthen the event and attendance. All co-sponsors must provide written confirmation of their support of the event. (See requirements for co-sponsorship below.)
- Date, time and venue preferences are not guaranteed, as venue options and availability are limited.
- Only one Speaker Series event will be held in a given week so events do not "compete" against each other.
- Event dates and times are usually flexible. Events can take place during the day or in the evening. If you have a specific date in mind, Speaker Series will work to accommodate your preferred date.
- 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.

Film Screenings

- 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.
- All films and video clips used in Speaker Series events must include closed-captioning to comply with ADA requirements.
- No portion of any Speaker Series event that includes a film or film clips will be recorded by Speaker Series due to copyright concerns.

Requirements for Co-sponsorships

Co-sponsorship and collaborative efforts are encouraged to strengthen the event and attendance. All co-sponsors must provide written confirmation of their support of the event via the following process:

An email addressed to the proposer by a person of authority* from each co-sponsor must be submitted with the proposal form. (Each co-sponsor email must be submitted as a separate email attachment with the proposal document.) This email must include the following information:

- State the entity's support of and commitment to the event.
- State the type of co-sponsorship to which the entity agrees. For example, is the co-sponsorship in name-only? Will the co-sponsor provide funding? If so, the amount of funding pledged must be stated.
- State any additional terms of the co-sponsorship.

*Departmental co-sponsorship must be verified by a department chair or dean. Center or program sponsorship must be verified by the director. Off-campus sponsorship must be verified by a director, president, CEO, or a person of similar authority.

Mandatory Pre-Event Meeting

Each proposer must commit to attend at least one pre-event meeting one or two weeks before the event takes place. The purpose of this meeting is to confirm event details, such how the speaker will get from the hotel to campus, who will introduce the speaker, what type of auditorium set-up is needed, and what kinds of A/V equipment will be needed.

The goal of the pre-event meeting is to make sure the entire team is on the same page on how the event will go, who is doing what, and that all of the equipment and resources are ready in advance of the event.

Event Budget

There are three types of ECCE Speaker Series proposals. Each type is budget-based:

1. **Participation Proposal:** A Participation Proposal requires no funding or extra work on the part of Speaker Series. No budget information is required. This proposal type is often submitted for the “guaranteed audience” of students enrolled in UNI 301. Because it is a no-cost event to Speaker Series and requires minimal work for Speaker Series’ staff, *Participation Proposals* are encouraged!
2. **Co-Sponsorship Proposal:** A Co-Sponsorship Proposal should be submitted when an event is being organized by another group, is in the planning stages, the primary sponsor requests to make the event an ECCE Speaker Series event, AND a financial contribution from Speaker Series is requested. This proposal does not require a full budget. In lieu of a full budget, the proposer is asked state the amount of funding requested from Speaker Series and a indicate what the funding will be used for, such as speaking fees or travel costs.
3. **Full Proposal:** A Full Proposal is submitted for an event for which full funding is requested. A budget worksheet is included in the proposal form for Full Proposals. You must detail all of the expected costs associated with the proposed event in the budget worksheet.

Notes on Preparing a Full Proposal Budget:

- It is the proposer’s responsibility to initiate contact with the presenter and establish a mutually agreed-upon speaking / presentation / performance fee. During the conversation, communicate with presenter(s) that all payments / reimbursements associated with the event will occur after services have been rendered and that payment/reimbursement is approximately six weeks after the event.
- Use an online travel site to estimate airfare. Presenter(s) will be connected with our UIS travel agent to make flight arrangements. Calculate mileage reimbursement using the following formula: # miles x \$0.585 / mile x 2 (round trip). Requests for additional / other modes of transportation must be listed in other costs.
- Per University policy, Speaker Series can only pay for accommodations at hotels that offer the State of Illinois Government Rate. Extra fees, such as parking, must be factored into your budget request.
- Speaker Series events are routinely held at campus venues that are free of charge such as Brookens Auditorium and the Student Union. Proposers seeking an alternate venue are responsible for obtaining a cost estimate and that estimate must be submitted as part of the proposal budget.
- Proposers requesting a movie or film clips as part of an event, must first check to see if Brookens Library has the film and screening rights. If the film is not available from the library, contact information for the film company/screening/licensing agent, and all associated costs for the film purchase and public viewing rights license must be listed in

the proposal. All films and video clips used in Speaker Series events must include closed-captioning to comply with ADA requirements.

- Speaker Series does NOT fund event receptions and does not pay or reimburse for meals for presenters, students, faculty, or staff. Speaker Series does not provide per diem to presenters.

Scheduling of Events

- The number of events scheduled for the upcoming semester depends on the number of proposals approved and the number of event slots available for the semester.
- Due to the limited number of event slots each semester, all approved events will be ranked by the committee and prioritized for scheduling based on their contribution to the semester's event schedule, particularly in terms of ECCE relevance, interdisciplinarity and diversity of topic. It is possible that some proposals approved for the upcoming semester will not make the Speaker Series schedule due to the ranking and prioritization processes.
- If an event is approved, but not scheduled for the semester for which it was proposed, the event can be included in the rankings for the following semester. If an approved event is not ranked for inclusion in the series in two consecutive semesters, the proposal is no longer active and must be resubmitted for approval.

Expectations & Responsibilities of Each Proposer

- If your event is approved and scheduled, you will be held accountable for complying with Speaker Series policies, procedures, and deadlines throughout the event-planning process.
- The proposer of an approved event is required to work closely with the Speaker Series Coordinator to plan and execute the event. This includes attending a Pre-Event Meeting.
- The event proposer is expected to moderate the Q & A / discussion component of their event. It is the responsibility of the event proposer to ensure UNI 301 students and other participants have an opportunity to bridge the event content to the ECCE learning outcomes.
- Presenter(s) are your invited guests and you are expected to provide a hospitable experience for them. Arrange (preferably provide) local transportation to and from the airport, hotel, and UIS campus as needed during their stay in Springfield.
- Provide a detailed itinerary to presenters well in advance of their visit so presenter(s) know what to expect during their time in town and can plan accordingly.
- Speaker Series encourages, but does NOT coordinate "extras" such as classroom visits, meetings, workshops, or meals with the presenter(s). You must make these arrangements on your own.

- On the day of your event, **you are required to arrive at the venue with your presenter(s) 30 minutes prior to the event start time.** This 30-minutes is required to sign paperwork, conduct a mandatory sound-check, and provide time to set up the presenter's presentation (Power Point, etc.)

Speaker Series Contact Information

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