

## **Learning Event Request for Proposals**

### **IAP2 Great Lakes Chapter**

The Great Lakes Chapter of IAP2 covers a large and diverse geographic area from Windsor to Kingston; Barrie to Fort Erie and includes the Highways 400, 401 and the Queen Elizabeth Way corridors. Since the Chapter was formed in 2012, the focus, as determined through member surveys, has been on networking and professional development activities. These activities have been focussed in the Greater Toronto area largely because of the proximity to executive team members who have done the bulk of the planning. As chapter membership continues to grow, a great thing is happening. People from across our geography are joining.

In an effort to diversify and reach more people with networking and professional development opportunities, the executive team is circulating this request for proposals to members. The purpose is to seek submissions for member-planned and led activities across the chapter.

Submissions will be accepted on a rolling basis to facilitate adequate advance planning and advertisement. Submission deadline dates are September 30 (for delivery during the winter), January 31 (for delivery in the spring), May 31 (for delivery in the fall).

### **Submission requirements**

The submission is not meant to be onerous, but to ensure that ideas are robust enough for success. Please answer the following questions briefly in your submission to a maximum of 2 pages.

- What is the session title and purpose/goal?
- What format and location do you suggest and why? Please note that virtual sessions are also encouraged, and it may be possible to utilize the IAP2 Canada webinar platform.
- What role will you play, and will you need support?
- Who is the target audience?
- What is the timing? Is it flexible?
- How do you suggest advertising and what part can you play?
- What are the costs? Please include a rough budget. Note that the maximum cost coverage from the Chapter is \$750 and is not to include personal remuneration.
- Is there an opportunity to generate resources (such as presentation materials) that can be posted on the Chapter website so that many can benefit?
- What will be considered a success? How will you measure it?
- Do you foresee any risks and how will they be mitigated?

## **Proposal review**

All proposals will be reviewed by a subcommittee of the IAP2 Great Lakes chapter executive team. Proposals will be reviewed for:

- Topic of interest to p2 practitioners and beyond (i.e. likelihood of attracting IAP2 members, p2 practitioners in addition to attracting other professionals and community members)
- Engaging format
- Geographic reach
- Achievable communication/advertising plan
- Costs of delivering the session and proposed cost to participants, if any
- Success measures and evaluation
- Resources available to IAP2 members and other participants after the session
- Risk considerations

Each submission will be reviewed on its own merit.

## **Responsibilities**

If successful, the following responsibilities are envisioned.

IAP2 Great Lakes Executive:

- Advertising support
- Reimbursement / payment of costs with submission of receipts
- Other, as needed and indicated in proposal

IAP2 Member

- Delivery of session as proposed
- Collaboration with IAP2 Chapter Communications Team
- Submission of resources for posting, if any, and invoices in a timely way

While it is not possible to gain personal remuneration for this activity, you will be able to count this activity towards IAP2 volunteer hours if you are IAP2 certified, or professional development hours for other professional associations. In addition, the Chapter will make a contribution to a local scholarship fund (to be awarded annually for someone to attend one IAP2 Conferences or training) of \$250 in your name. (Alternative ideas – provide this amount in contribution to the person’s registration for a conference OR a donation to a charitable cause...)

## **Questions?**

Please get in touch with a member of the Chapter executive at [greatlakeschapter@iap2canada.ca](mailto:greatlakeschapter@iap2canada.ca)