 

**How to apply to run an ILA Mini-Course**

**The ILA Mini-Course** is an online event series of related topics that provide ILA members and friends with on-going learning opportunities.

The ILA Mini-Course is a venue where a group of international experts in a specific field come together to offer online, thematic, informative sessions over a period of time.

If you are interested in developing an ILA Mini-Course, the ILA invites you to submit a proposal.

**Overall Process leading to Course start: 6-weeks prior --** Submit complete proposal detailing **ALL** the events **4-weeks prior**—Submit Announcement form with details for **ALL** the events **2-weeks prior** – The first announcement goes out to ILA mail list **1-week prior**—The second announcement goes out to ILA mail list

**Criteria:**

* Events will be interactive and linked with a common “listening” focused topic.
* Presenters will be dynamic, engaging, and have expertise in their subject.
* Presenters should be willing to participate in a “dress-rehearsal” of their program and be open to feedback on delivery and content.
* Each session for the entire program will not exceed 60 minutes.
* We welcome creative delivery technique and unique subject matter related to Listening.

**Benefits for Presenters:**

* This is an opportunity for presenters to engage with an international audience from over to 25 countries worldwide.
* Participants normally comprise a dynamic range of professionals with widely varying interests: business, healthcare, education, academia, spirituality, music and much more.
* Discussion is positive, constructive, thought-provoking and creates opportunities for making international professional and personal connections.
* The ILA will promote Exchange program presenters and content to members and contacts worldwide.

**To Apply:**

* Complete proposal form send to [Sandra Bodin-Lerner](mailto:sandra.bodin-lerner@listen.org)

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**Program Proposal Form**

**Please provide for each session**

|  |  |
| --- | --- |
| **Speaker(s) Name and Title** |  |
| **Speaker(s) Bio** |  |
| **Title of Program** |  |
| **Objective**   * What will the audience gain from the program? * What is your personal objective? |  |
| **Program Description** (please be specific)   * Describe every aspect of your presentation (beginning, middle, end) * Explain how the program will be interactive. * Share any specific technical needs. * How will the program be engaging and informative? * Length? |  |
| **Intended audience.** Who should attend?   * How many people can participate? |  |
| **If possible, include video/audio samples of public speaking experience**  **Anticipated program Date** Please submit proposal, at least, 6 weeks prior to proposed date. **Note:** We cannot guarantee requested date availability |  |

Return completed form to [Sandra Bodin-Lerner](mailto:sandra.bodin-lerner@listen.org)

**What happens next:**

* We will contact you to arrange to meet with member(s) of the ILA Events team for an online (Zoom/Skype/FaceTime) discussion of your proposal.
* Presenters who are selected to host an ILA Events online event will work with the Events team to determine an appropriate date for the program.
* Presenters will participate in a rehearsal of the program with Events team member(s).
* If you have questions, please contact [Sandra Bodin-Lerner](mailto:sandra.bodin-lerner@listen.org)

**Announcement Form**

To help us prepare the announcement for the ILA Mini-Course please provide us with the following information, at least, 4 weeks prior to the start of course.

**Note:** This information will be used to create announcements, note that due to space limitations, not all the information will be included.

**Mini-Course Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total number of sessions:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brief, 1-4 sentence, description of overall Mini-Course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule of events:**

1. **Title 1st Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Day, Month date, time (US Central Time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker (title, Country) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Title 2nd Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Day, Month date, time (US Central Time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker (title, Country) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Title 3rd Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Day, Month date, time (US Central Time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker (title, Country) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Title 4th Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Day, Month date, time (US Central Time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker (title, Country) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Title 5th Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Day, Month date, time (US Central Time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker (title, Country) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_