

TIPS AND COMMENTS FOR PEOPLE WRITING PROPOSALS FOR IAIA TRAINING COURSES

Tips and Comments Corresponding to the Items in the Proposal

Section 1—Basic Information

a) Course title (and topic)

There is a long list of suggested topics in Annex 1, based upon suggestions from conference attendees and the program committee at the conference location. There is a conference theme, and training related to the theme will be appreciated. However, any topic can be proposed, whether on the list or not. The proposals will be ranked upon their own merits.

Your title does not have to match a recommended topic. Make your title as helpful as you can to potential attendees of your course.

b) Level

Each year we offer some introductory, intermediate and advanced courses. The courses chosen depend upon the quality of what is proposed, but we do give priority to advanced/intermediate level course submissions.

e) Duration

One or two days are the options. The selection committee has no preference concerning length. There are often some of each length offered and usually more two-day courses than one-day courses.

f) Number of participants

IAIA requires a minimum of 10 registered and paid participants to cover costs. Indicate if your minimum is higher than 10 and also identify the maximum number.

i) Technology / equipment

Note that **Internet is not frequently available** (that is, not reliably available) in the break out rooms that trainers use. So do not rely upon internet facilities for your course.

Section 2—Course Description

This section provides much of the information that the Review Committee must use to evaluate your course. Please provide the detail requested.

See the blank Evaluation Form in Annex 2 to see the criteria that the Review Committee must address and the points assigned to each. Consider them as you prepare your proposal.

Note that the total number of courses offered at the conference is the result of two sequential processes. First, the submitted proposals are selected by the TPDC. Those selected are typically based upon the receiving the highest point scores; however, exceptions have been made in the past for courses taught in the local language or providing a topic in Annex 1. Second, the selected courses are offered to delegates during the registration process. The courses that receive a minimum of 10 registrants are then confirmed to take place at the conference.

Your course title, the 200-word summary and your trainer’s bio are all that the ultimate audience (the conference-attending IAIA members and their bosses who approve funding; the ‘purchasers’ of the course offerings) will have to base their decision upon. Choose the title and summary to communicate your course theme/topic as best you can to the registrants.

In recent years, somewhere between 10-17 courses have been selected from those proposed, and 8 [on average] of the total courses selected by the TPDC have gone forward. Here are some statistics from recent years:

Year / Location	No. of proposals Received	No. of proposals accepted and advertised in conference materials	No. of courses with sufficient registrants to be offered at the conference
2019/ Brisbane	16	12	10
2018 / Durban	24	12	8
2017 / Montreal	22	17	9
2016 / Nagoya	10	10	4
2015/ Florence	16	14	11
2014 / Viña del Mar	25	12	8

a) Summary—200 words

This is the summary that will reach your potential audience on the conference website. Write what you want them to see.

d) Detailed description 2-4 pages

Please provide the depth of information requested. This should include the need for the course and how the design and delivery will support the needs of the participants. Remember that you are preparing a training course for IAIA members and not a university course for students.

Section 3—Qualifications of the Trainer

c) Summary statement CV

Please provide the requested 300-word CV summary and not your regular CV.

d) Abridged CV

Note that while technical qualifications are relevant, we also need to see your qualifications as a trainer. Be sure to include such information. Please provide the requested 1-page CV and not your regular CV.

Section 4—Commitment

IAIA has suffered from trainers who did not arrive to provide their courses. Thus our concern for the information in this section. We do understand ‘acts of God’ but please address other eventualities, like potential loss of funding or changes in schedule, as best as you can.

e) Free places for students

While offering such places is required, the ‘student participation’ paragraph on page 4 points out that instructors can take part in selecting those students, to make sure that they have the background to fit into the course appropriately. Note that, despite this required offer, not all courses receive applications for training course waivers, and there are instances when not all training course waiver recipients receive funding/approval to attend after their applications are accepted. Here are the stats for the past 6 pre-conference trainings:

Year / Location	No. of students applying for free spaces in courses	No. of students accepted for free who participated in courses
2019/ Brisbane	8	8
2018 / Durban	1	0
2017 / Montreal	11	7
2016 / Nagoya	7	5
2015/ Florence	16	15
2014 / Viña del Mar	7	6