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**ARIAS·U.S. Education Seminars & Webinars**

**Request for Proposals Submission Process and Application**

Please review the details and guidelines of this RFP process before proceeding. For questions or comments, contact Joyce Arawole at ARIAS·U.S.at [jarawole@arias-us.org](mailto:jarawole@arias-us.org) or 703.260.7515.

## Overview

**Timeline:**

Request for Proposals Issued: July 19, 2016

Proposal Submission Deadline: 5:00 p.m. ET on September 19, 2016 and emailed to [jarawole@arais-us.org](mailto:jarawole@arais-us.org)

**Submission Overview:**

In an attempt to expand and increase educational offerings to members, the **ARIAS·U.S. Education Committee** is pleased to announce a call for proposals for the **half-day seminars** and **live webinar series** that it offers. We are seeking proposals for topic ideas of interest to the industry. We are particularly looking for presentations on substantive matters such as overviews of particular types of products (*e.g.*, surety, D&O) or discussions with underwriters, actuaries, and other professionals. It can be a broad overview or a discussion of one or more finer points of a topic.

**Formats**

* **Half-day Seminars** – Half-day programs are four-hour long in-person interactive sessions
* **Live Webinars** – Webinars are 75-minute long online sessions consisting of approximately 60-minutes of content and 15-minutes for live Q&A.

## Guidelines for Submission

* Proposals may be submitted for targeted member audiences (i.e. Arbitrators/Umpires, Company Representatives, and Counsel).
* Proposals can cover a wide range of subjects, such as current legal issues, the arbitration process or aspects of the insurance business such as underwriting, claims handling accounting, and actuarial, in both the property and casualty and life markets. In the insurance area they can address specific insurance types such as D & O, cyber risk, E & O or topics such as aggregation and allocation. On the reinsurance side they can touch on, current trends in reinsurance claims or products, including insurance linked securities and cat bond. Offerings can also cover Ethics and Professionalism, Professional Practice, Skills, Legal and/or Arbitrator/Umpire Practice Management.
* Presentations will be considered based on quality of topic, introduction of new and innovative concepts, importance of the subject-matter to insurance/reinsurance arbitration, and appeal to the target audience(s).
* Presentations may be designed for one presenter or a panel of presenters for either a half-day (4-hours) seminar or a live webinar (75-minutes). A panel presentation traditionally consists of two or more individuals who address a topic of major importance in the field. The lead presenter organizes the presentation and is responsible for submitting the proposal application, organizing the group session, moderating the session and leading the discussion.
* ARIAS·U.S. will be responsible for identifying a location (recommendations from submitters are welcomed), arranging on site logistics, printing and distributing materials, registration, event promotion, onsite assistance, and lunch for participants.
* This request for proposals is open to all ARIAS·U.S. members and non-members. Interested parties may submit more than one proposal at a time.

**Please type your responses and ensure that all fields are complete before submitting the application.**

## CONTACT INFORMATION

1. **Contact Information:**

Please complete the contact information for the main speaker/ submitter of this proposal. This person will be notified regarding the status of the proposal submission.

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| --- | --- |
| **Full Name:** |  |
| **Company** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |

## PRESENTATION INFORMATION

1. **Session format:**

Presentations may be designed for one or more presenters in either a general session or breakout session format.

* Half-day Seminar (Interactive Panel, PowerPoint, Papers): Four-hours long
* Live Webinar: (Live online presentation): 75 minutes

1. Please select the format for your proposed session by clicking on the gray box below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Half-day seminar |  | Live Webinar |

1. Please provide your teaching strategy or method of participant engagement (PowerPoint, interactive panel, mock argument, small group exercise, case studies, discussion, etc.):

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1. **Location and timing :**

**Timeframe**: Please provide three tentative datesthat this educational event can be offered between January 2017 and December 2017. If selected, exact dates will be requested.

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**Location (for in-person seminars only)**: If selected, please propose the location (city and state) that this educational offering will be hosted. Location and associated expenses are, of course subject to final approval by ARIAS·U.S.

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1. **Target Audience:**

Proposals may be submitted for targeted member audiences (i.e. Arbitrators/Umpires, Company Representatives, and Counsel).

Please select the target audience(s) by clicking on the gray box below:

|  |  |
| --- | --- |
|  | Arbitrators / Umpires |
|  | Company Representatives |
|  | Counsel |
| Please provide additional comments about why this target audience will benefit the most from attending this session: | |
|  | |

1. Please describe your familiarity with the target audience and your expertise on this topic:

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1. Has this presentation been delivered before to a similar target audience?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
| **If yes, when and where?** | | | |

1. **Session Title:**

List the presentation title as it will appear in promotional information. It should pique the reader’s interest enough to encourage them to read more. Please limit to 10 words or less.

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1. **Session Description:**

Please provide a brief 25-50 word description of the presentation content. Describe the session in promotional terms for the website and marketing information.

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1. **DETAILED Session Description:**

Please provide a detailed (no more than 300 words) description of the presentation content. (What’s the problem/opportunity/scenario/challenge that makes the takeaways relevant? Your description should sell the session.) For sessions with more than one presenter or panelist, please also explain how the session will be facilitated or moderated.

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1. **Session Learning OBjectives:**

Learning objectives are a required component of the submission process so that ARIAS·U.S. can request for continuing legal education credits. Please state what participants can expect to learn and /or do upon completion of the session in measurable, behavioral terms. (Provide the 3-5 key points the audience will take away from this session and be able to put into use. They should reflect the topic’s importance to the industry and apply to attendees in a real and practical way.)

**Examples of measurable words include: state, list, describe, explain, identify, name, demonstrate**, **etc**. [**Click here for a link to examples**](http://www.arias-us.org/mp_files/img_ftp/How-to-Write-Effective-Learning-Objectives.pdf)

**Please include three to five learning objectives below:**

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| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

Thank you for completing the Request for Proposals Submission Application. Please email all completed proposals to Joyce Arawole at [jarawole@arias-us.org](mailto:jarawole@arias-us.org) by 5:00 p.m. ET on September 19, 2016. All submitters will be notified in November of 2016 with details and requested deliverables.