



ARIAS-U.S. 2018 Fall Conference Request for Proposals Submission Guidelines and Application

Proposal Submission Deadline: **June 27, 5:00 p.m. ET**

For questions or comments, contact Lauren Harley at ARIAS-U.S. at lharley@arias-us.org or 703.260.7515.

Overview

ARIAS-U.S. is seeking dynamic, relevant, and interesting content for the 2018 Fall Conference to be held November 8-9 at the New York Marriott at the Brooklyn Bridge, NY.

ARIAS-U.S. is seeking submissions for 45 to 60-minute interactive presentations in a General or Breakout session format. Submissions should be interactive, skill-based and/or audience participative or other forms of presentation that encourage interaction and lively discussions. Special consideration will be given to proposals that incorporate unique presentation formats. The ARIAS-U.S. planning committee may also provide suggestions for enhancing the panel and overall conference experience for participants. The planning committee is looking to avoid “talking head” presentations for the Fall Conference and invites submissions that fit within the listed conference themes that explore specific challenges, topics and issues in-depth. Please review the details and guidelines of this RFP process thoroughly before proceeding.

Guidelines for Submission

- Proposals may be submitted for targeted member audiences (i.e. Arbitrators/Umpires, Company Representatives, and Counsel).
- 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).
- The lead presenter organizes the presentation and is responsible for submitting the proposal application, forming the group session, moderating the session and leading the discussion.
- 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.
- ARIAS-U.S. may request a submission be revised to better fit the conference agenda or combined with another presentation where appropriate.
- Submissions accepted must agree to adhere to a timeline provided by ARIAS-U.S. to submit conference materials, including PowerPoint presentations, and supplementary materials in advance of the conference.
- Speakers are strongly encouraged to submit an article for the quarterly journal based on their presentation or related to the topic's focus area.
- All individuals accepted to present in any of the presentation types must be registered by the presenter registration deadline. *Please note: no registration or payment is necessary to submit a proposal. Only those accepted will be required to register.*
- Speakers are responsible for their own travel, room, board, incidental, and registration costs
- Completed proposal application must be submitted electronically by 5:00 pm ET on **June 27, 2018** to Lauren Harley at lharley@arias-us.org.

ARIAS-U.S. 2018 Fall Conference Submission Application

SUBMISSION DEADLINE: June 27, 5:00 p.m. ET

Email all completed applications to Lauren Harley at lharley@arias-us.org

Proposal Timeline:

Proposal Submission Opens:	June 4, 2018
Proposal Submission Closes:	June 27, 2018 by 5:00 p.m. ET
Submission Status Notification:	July 24, 2018
Speaker Confirmation Deadline:	July 30, 2018

Please type your responses and ensure that all fields are complete before submitting the application. All questions concerning this process should be directed to lharley@arias-us.org.

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. **Note:** If your presentation includes a co-speaker or panelists, you must submit "Speaker Information" for ALL of the presenters.

Full Name:	
Title/Position:	
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.

- Interactive Panel Session: 45 – 60 minutes
- Alternative Format: If there is an alternative format that you would like to explore, please explain

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

<input type="checkbox"/>	Interactive Panel Session
<input type="checkbox"/>	Alternative Format – Please explain:

B. Will this be planned as a general session or breakout?

- General Session (Large conference audience up to 400): 45 - 60 minutes
- Breakout Session (Small group concurrent sessions of up to 100 people in a room): 45 – 60 minutes

<input type="checkbox"/>	General Session	<input type="checkbox"/>	Breakout Session
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C. Please provide the technology that you plan on using, if any (PowerPoint, live polling, other?). Please note that audiovisual requests only apply to general sessions:

2. SESSION TOPICS

We encourage proposals focused on a variety of topics. The planning committee is looking for presentations beyond the traditional reinsurance arbitration. The conference planning committee is interested in providing fresh and relevant content to keep conference participants engaged. Please answer briefly, the following questions below to help us understand the focus and relevance of your submission to current events and issues in the industry.

- A. What is the specific topic you are proposing and why?

- B. What makes this topic of interest to the conference audience?

- C. Why is it relevant? Are there any current events or articles you can share?

- D. How does this topic impact the business of reinsurance arbitration?

3. 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:

<input type="checkbox"/>	Arbitrators / Umpires
<input type="checkbox"/>	Company Representatives
<input type="checkbox"/>	Counsel

4. SESSION TITLE:

List the presentation title as it will appear in the conference program. Please limit to 10 words or less.

5. SESSION DESCRIPTION:

Please provide a brief 25-50 word description of the presentation content. Describe the session in promotional terms for the registration brochure.

6. DETAILED SESSION DESCRIPTION:

Please provide a detailed (no more than 300 words) description of the presentation content and how you plan to engage participants.

7. 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. **Examples of measurable words include: state, list, describe, explain, identify, name, demonstrate, etc.** [Click here for a link to examples](#)

Please include three to five learning objectives below:

1	
2	
3	
4	
5	

SPEAKER INFORMATION

8. SPEAKER BIOGRAPHY:

Speaker biographies are a required component of the submission process so that ARIAS·U.S. can request for continuing legal education credits. ***Please complete a speaker biography for each presenter. For additional speakers, please copy this page.***

A. Contact Information:

Full Name:	
Title/Position:	
Telephone Number:	
Email Address:	

B. Presentation History:

Have you presented at an ARIAS-U.S. conference or seminar previously?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Has this presentation been delivered before at a different conference or event?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, when and where?

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

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D. Please provide a biography of (up to 150 words) as it will appear in the conference program.

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Thank you for completing the Call for Proposals Submission Application. Please email all completed applications to Lauren Harley at lharley@arias-us.org by 5:00 p.m. ET on **June 27, 2018**.