ARIAS·U.S. 2020 Spring Conference
Request for Proposals Submission Guidelines and Application

Proposal Submission Deadline: 5:00 p.m. ET on January 21, 2020

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 2020 Spring Conference to be held May 6-8, 2020 at the Ritz Carlton Amelia Island, Florida. The planning committee is looking for presentations on substantive insurance and reinsurance matters with great interest to companies, law firms, arbitrators and professionals within the insurance/reinsurance industry. The planning committee is also looking to avoid "talking head" presentations for the Spring Conference. We invite submissions that fit within the listed conference themes below that explore specific challenges, topics and issues in-depth and follow the conference formats listed below. Please review the details and guidelines of this RFP process thoroughly before proceeding.

Presentation Formats

Submissions should be interactive, skill-based and/or audience participative, including moderated roundtable discussions in small groups and other forms of presentation that encourage interaction and lively discussions. Possible formats include:

- ***Conversations that Matter*** **Roundtable Discussions** (45 – 60 minutes) – Lead a roundtable discussion on a proposed topic. Roundtables are small, informal group discussions that give attendees the opportunity to exchange information, discuss best practices, and network with others around common themes and issues. All roundtable discussions will occur at the same time and attendees will have the opportunity to choose the table topic of their choice in advance. The role of the discussion lead at each table will be to guide the discussion, providing opening comments (about 2 – 3 minutes) on the topic and invite discussion by posing some relevant questions for the group to discuss. Discussion leads will serve as moderators during the group conversation. Each roundtable will have 8-10 attendees.
  Please note that a webinar training will be offered to selected presenters on how to lead a roundtable.

- **Rapid Fire Case Presentation** (10 presentations in 30 minutes, followed by Q&A) – This fast-paced session is designed to provide an engaging platform for speakers to exchange their ideas around a specific topic and stimulate discussion among attendees. Presenters will be allotted three (3) minutes to present on the following question ***"what is the most critical or important reinsurance or insurance case within the last three years?"*** The presentation should provide a snapshot of the case using just a few illustrative (not narrative) slides within the allotted time. The planning committee will select up to 10 presenters to do 3- minute presentations, followed by 15 to 30 minutes of moderated questions and discussion. This format is ideal to explore a range of perspectives on an issue, get a broad sense of the state of the industry, or offer several different answers to a question or problem.

- **Interactive Panel Session** (45 - 60 minutes) – A fully-formed panel consists of a moderator and multiple speakers, with a well-developed topic of discussion. Panelists should consider alternatives to the usual presentation/response format, such as limiting opening remarks and focusing on a moderated panel discussion using thoughtful questions to the panelists to encourage a lively discussion and debate. Panelists should present an idea to the audience. One example is a point/counterpoint panel discussion on a current issue. Ideally, the focus will shift from the presenters to the audience after the first 30 minutes

of the session. For the remainder of the session, the moderator becomes a facilitator, inviting responses to comments and questions for the panelists and those around the room. The panel moderator is expected to manage the panel development process, open the panel by framing the discussion, and moderate the discussion among the panel and Q&A portion.

- **Other Presentation Format** – Please feel free to propose an additional presentation format; creativity is encouraged!

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, organizing 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.
- 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 5:00pm ET on **January 21, 2020** to Lauren Harley at lharley@arias-us.org.

ARIAS·U.S. 2020 Spring Conference Submission Application

SUBMISSION DEADLINE: 5:00 p.m. ET on January 21, 2020

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

Proposal Timeline:

Proposal Submission Opens:	December 23, 2019
Proposal Submission Closes:	January 21, 2020 by 5:00 p.m. ET
Submission Status Notification:	Early February 2020

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

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.

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.

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

☐	Conversations that Matter Roundtable Discussions
☐	Rapid Fire Case Presentation
☐	Interactive Panel Session
☐	Other Presentation Format (Please provide explanation of proposed format)

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

General Session (Large conference audience up to 250): 45 - 60 minutes

Breakout Session (Small group concurrent sessions of up to 70 people in a room): 45 – 60 minutes

☐	General Session	☐	Breakout Session

C. Please provide the technology that you plan on using, if any (PowerPoint, live polling, other?):

2. 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

3. SESSION TITLE:

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

4. SESSION DESCRIPTION:

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

5. DETAILED SESSION DESCRIPTION:

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

6. 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

7. 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?

☐	Yes	☐	No

Has this presentation been delivered before?

☐	Yes	☐	No
If yes, when and where?			

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

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

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 **January 21, 2020**. All submitters will be notified early February.