



Engaged Citizenship Common Experience (ECCE) Speaker Series Fall 2025 Event Proposal Form

Fall 2025 Event Proposal Deadline: Monday, April 14 at 5:00PM

The ECCE Speaker Series is accepting event proposals for the Fall 2025 semester for traditional live events and for hybrid events in which a speaker presents via Zoom to a live audience seated in the auditorium. We have five event slots open for Fall 2025.

Available Funding for Fall 2025 Events:

- Event / presenter funding up to \$1,000 per event is available for live events (Note: This amount is limited to \$600 per event for University of Illinois employees and retirees).
- Travel funding up to \$,1000 per live event (transportation and lodging)
- Event funding up to \$500 per event is available for hybrid events.

Instructions:

1. Read the [Speaker Series Event Proposal Instructions and Guidelines](#) form before completing the proposal form. KC – Add Public Box Link to Form!
2. Complete all sections of this form. Contact Kimberly Craig, Speaker Series Coordinator, with any questions at 217.206.6245 or craig.kimberly@uis.edu
3. Submit this completed form by the proposal deadline date of **Monday, April 14, 2025, at 5PM** by emailing it to Kimberly Craig at craig.kimberly@uis.edu.

Proposals will be reviewed by the [University Requirements Council](#) (URC). Proposals will be evaluated by the URC on two factors:

1. Clear relevance to two of the ECCE learning outcomes (listed in the instruction form). Do not address any more than two learning outcomes.
2. A strong engagement component to bridge the information presented in the event to the two selected ECCE learning outcomes.

The proposal review process takes about four weeks.

UIS faculty, staff, students, and UIS Registered Student Organizations, as well local community members and organizations are encouraged to submit proposals for ECCE Speaker Series events. **Student and external proposals must be submitted by a faculty or staff sponsor.** See additional instructions in the *Speaker Series Proposal Instructions & Guidelines Form*. Speaker Series will not accept proposals submitted directly by students or proposals from individuals or groups external to UIS.

PROPOSER'S CONTACT INFORMATION			
UIS Event Proposer's Name		UIS Department / Affiliation	
Email Address		Phone Number	

By checking or initialing this box, I certify I have read the entire *Speaker Series Proposal Instructions & Guidelines Form*.

PROPOSAL TYPE	
<p>Type of Proposal:</p> <p><i>See the Speaker Series Proposal Instruction & Guidelines Form for definitions and details of each proposal type.</i></p>	<p><u>Check all that apply:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Participation Proposal (No budget information required.) <input type="checkbox"/> Co-Sponsorship Proposal (Complete Event Budget Worksheet.) <input type="checkbox"/> Full Proposal (Complete Event Budget Worksheet.) <input type="checkbox"/> Student or Student Organization Proposal <input type="checkbox"/> Community Member or Community Organization Proposal

PROPOSED EVENT INFORMATION	
Event Format	<input type="checkbox"/> Traditional / "Live" event with the presenter appearing in-person. <input type="checkbox"/> "Hybrid" event with presenter appearing via Zoom to a live audience seated in the auditorium.
Event Type <i>Lecture, film, panel, workshop, performance, etc.</i>	
Event Title	
Event Estimated Run Time <i>For traditional lectures, we recommend 30 – 40 minutes of lecture and 15-20 minutes of discussion.</i>	
Presenter(s) Name(s)	
<p>List your top three Fall 2025 event date preferences from the available event dates below:</p> <ol style="list-style-type: none"> 1. Wednesday, September 10 2. Wednesday, September 24 3. Wednesday, October 8 4. Wednesday, October 22 5. Wednesday, November 5 6. Wednesday, November 19 	<ol style="list-style-type: none"> 1. 2. 3.

ADDITIONAL EVENT INFORMATION

<p>Brief Description of Event</p> <p>Limit to 150 words! <i>This text will be publicized in our event schedule.</i></p>	
<p>Brief Presenter Biography</p> <p>Limit to 150 words! <i>This text will be publicized in our event schedule.</i></p>	
<p>Presenter(s) Contact Information <i>Email address, phone number, and agent's contact information if applicable.</i></p>	
<p>Have you gauged <u>all</u> presenters interest in presenting this event at UIS or via Zoom?</p>	
<p>Does your presenter(s) agree to have their event recorded and posted on the UIS Speaker Series website for the public to access?</p>	
<p>Event Graphic for Speaker Series Promotion</p>	<p>Please provide a picture of your presenter or another graphic you wish to use to promote your event. This should be sent as an email attachment when you submit this proposal form.</p>
<p>Mandatory Commitment to a Strong Engagement Component</p> <p><i>Special steps must be taken to implement an effective engagement component.</i></p> <p><i>As the event proposer, you will be expected to co-moderate your event with the designated UNI 301 Discussion Facilitator. As co-moderators, you will assist the presenter(s) in bridging the event content to the ECCE learning outcomes for our UNI 301 students.</i></p> <p>Confirm by writing a statement in the adjacent cell that you agree to work with the UNI 301 Discussion Facilitator to plan and implement an effective engagement component for this event.</p>	

ECCE Relevance Requirement

I. **Explanation:** Explain **HOW** the proposed event ties into **TWO** of the ECCE learning outcomes listed below. Address only two! The ECCE learning outcomes are:

- Recognize the social responsibility of the individual within a larger community.
- Practice awareness of and respect for the diversity of cultures and peoples in this country and in the world.
- Reflect on the ways involvement, leadership, and respect for community occur at the local, regional, national, or international levels.
- Identify how economic, political, and social systems operate now and have operated in the past.
- Engage in open-minded and ethical decision-making and action.
- Distinguish the possibilities and limitations of social change.

In the boxes below, list which two learning outcomes your event will address and how your event will address those learning outcomes. **Complete the ECCE learning outcome boxes below based on the proposed event - not the presenter / presenter's credentials.**

First Chosen ECCE Learning Outcome:

1. List your first chosen ECCE learning outcome from the list above:
2. How / in what ways will your event address this learning outcome? (Limit to 200 words)

Second Chosen ECCE Learning Outcome:

1. List your second chosen ECCE learning outcome from the list above:
2. How / in what ways will your event address this learning outcome? (Limit to 200 words)

Required Engagement Component

The purpose of the engagement component is to provide an opportunity for students and others in attendance at the event to ask questions, **unpack** the information presented, and to help them to **frame** that information into the ECCE learning outcomes.

- I. Describe your plan for the required engagement component of this event. Specify the type of audience participation you plan for this event. For example, a question-and-answer session or a discussion panel.

- II. The goal of your event's engagement component is to provide a strong takeaway for students, showing them how the ECCE themes are actionable and how they are (or can be) personified in "real life" outside of the classroom. A reminder that it is YOUR responsibility as the event proposer to also moderate your event.

In the box below, provide details on how you will implement your chosen engagement component and the steps you will take to ensure you meet this goal in your live or hybrid event format.

If you plan to have a discussion panel following the presentation, who are the potential members of your panel? What questions or topics do you envision posing to your panel? (Note these don't have to be finalized for the proposal, but it will be helpful for the committee to have an idea of your intentions.)

- III. **Discussion Questions:** List three questions to be used in your event's engagement component that ties the information that will be presented in the event to the ECCE themes.

Speaking Fee / Presentation Budget

- Funding up to \$1,000 is available for a live event. In addition, limited travel funding is available for transportation and lodging. (See separate Travel Budget Worksheet below.)
- Funding up to \$500 is available for a hybrid event in which the presenter appears via Zoom to a live audience seated in the auditorium.

Note: Presenters who are **University of Illinois employees or retirees will be paid a maximum of \$600 per event.**

Participation Proposal: No budget information is required.

Co-Sponsorship Proposal: Indicate below the amount of funding requested from Speaker Series and the intended use of the funding.

Amount of funding requested from Speaker Series:

Intended use of the funding:

Full Proposal: Indicate below the speaking / presentation fee you are requesting for your presenter(s).

Speaking / Presentation Fee:

Note: It is the proposer's responsibility to initiate contact with the speaker / presenter and establish a mutually agreed-upon fee for contractual services. Advise the presenter(s) that all expenses associated with the event will be paid / reimbursed after services have been rendered. The payment / reimbursement takes approximately six weeks after the event occurs.

Travel Budget (for LIVE events only)

Participation Proposal: No travel budget required.

Co-Sponsorship Proposal: Indicate below the amount of travel funding requested and the intended use of the funding.

Amount of travel funding requested from Speaker Series:

Intended use of this travel funding:

Full Proposal: Complete the *Travel Budget Worksheet* below.

Travel Budget Worksheet for Full Proposals

TRAVEL EXPENSES				
Presenter Name	Starting Location (Home airport, etc.)	Mode of Transportation	Cost	Amount Requested

Note: Use an online travel site to estimate airfare and / or mileage reimbursement costs. Include departure city / airport name, mode of transportation, estimated costs of travel, and amount requested. Be sure to budget for ground transportation to / from airport, as well as airport parking. As of January 2025, the UI -approved mileage reimbursement rate is \$0.70 per mile. Calculate mileage reimbursement using the following formula: miles x \$0.70 / mile x 2 (round trip). If a presenter is based in Chicago, the preferred UI mode of transportation from Chicago to Springfield is Amtrak. Prices for Amtrak tickets can be found on the Amtrak website

NOTE: Speaker Series does not provide funding for international travel.

HOTEL / LODGING EXPENSES				
Number of Rooms	Number of Nights	Government Rate (currently \$110 + tax = \$125)	Cost	Amount Requested

Note: Per University policy, Speaker Series can only pay for accommodations at hotels that offer the State of Illinois Government Rate. As of January 2025, the approved State lodging rate for Springfield is \$110 per night, plus about \$15 in taxes for an estimated total of \$125 per room per night.

Notes on Meals / Per Diem / Event Receptions

Meals / Per Diem: Speaker Series does not provide meals or per diem for presenters. Speaker Series does not arrange or fund pre-or post-event meals with presenters, faculty, students, or staff, nor can meal costs be reimbursed to the presenter or proposer.

Pre / Post-Event Receptions: Speaker Series does not organize or pay for pre-or post-event receptions. Organization of and funding for receptions must be made by the proposer. You must advise the Speaker Series coordinator in advance of planning a reception to ensure the reception times do not interfere with the actual event (or the mandatory sound-check prior to an event).

Event Advertising: Please note that the Office of the Provost will include the event in our promotion of the entire speaker series. We do not have the resources to provide extra promotion.

Proposal Submission Consent Statements

By submission of this proposal, I certify that I have read and understand the *Speaker Series Proposal Instructions & Guidelines Form*. I agree to abide by the terms and conditions set forth in these guidelines by ECCE Speaker Series as it relates to my event. I accept the responsibility and will be held accountable for complying with Speaker Series policies, procedures, and deadlines throughout the event planning process. I am aware that if I, my representatives, or my invited presenter(s) do not comply with Speaker Series deadlines or policies, the event may be canceled.

Speaker Series reserves the right to cancel an event for non-compliance with stated deadlines or policies or blatant disrespect to Speaker Series staff or administration by any affiliates associated with the event.

Proposal Submission Consent Statements

- By checking or initialing this box and submission of this proposal, I certify that:
- I have read and understand the *Speaker Series Proposal Instructions & Guidelines Form*.
 - I agree to abide by the terms and conditions set forth in these guidelines by ECCE Speaker Series as it relates to my event.
 - I accept the responsibility and will be held accountable for complying with Speaker Series policies, procedures, and deadlines throughout the event planning process.
 - I am aware that if I, my representatives, or my invited presenter(s) do not comply with Speaker Series deadlines or policies, the event may be canceled.
 - I understand that event budgets are limited to \$1000 and \$500 as described above.
 - I understand travel budgets are limited to \$1000 per live event.
 - I understand that the Office of the Provost will not provide additional promotion or event coordination services for any events other than the proposed Speaker Series event.
 - I understand that the presenter(s) must meet with the event facilitator prior to the event to ensure that the event highlights the ECCE learning outcomes.

Note: Speaker Series reserves the right to cancel an event for non-compliance with stated deadlines or policies or blatant disrespect to Speaker Series staff or administration by any affiliates associated with the event.

Contact Information for Questions or Further Information

Contact Kimberly Craig, Speaker Series Coordinator, at craig.kimberly@uis.edu or at 217.206.6245 with any questions about the proposal process or for assistance in planning / envisioning your event.