# Facilitator Proposal Template

*Please use this form as your template so you don’t miss a section!*

Proposal deadline: Sunday, November 26, 11:59 p.m. EST

Notes:

* You are welcome to submit proposals for multiple collaborative projects, but in order to maximize the number and diversity of facilitators, we may limit acceptances to one per facilitator or group of facilitators. (Also, because all work sessions are concurrent, it will only be humanly possible for you to facilitate one group per week.)
* Your audience for this proposal is the Watson planning team and potential participants. If we accept your proposal, you will have a few days (just under a week) to revise your description before it goes live on our website. (Visit [Timeline for Facilitators](#_ucjgu6b0q58q) for more details.)

### 1. Title:

### 2. Facilitator information:

For each facilitator (your group needs at least two), include a paragraph with the following information:

* Name:
* Pronouns:
* Affiliation:
* Email address:
* Bio statement/background (What expertise do you bring to this project?)

### 3. Primary Contact:

### 4. Description (please include a Works Cited):

What are the purpose and goals of this collaboration? Who are the intended audiences? Why is this collaboration important to start? Why now?

### 5. Annotated schedule:

What will you do when you are together? Please consult the [schedule](#_ki6kpi377q9r) for the number of hours per day you have together. Zoom-only facilitators, make sure to build in lots of screen breaks. (Note that Zoom-only groups meet for slightly fewer hours than in-person groups because of the additional intensity of meeting on screen.)

### 6. Modality:

Please indicate one preference.

1. Zoom (Feb 28-Mar 1)
2. In-person (Mar 7-9) [Note: [Question 15](#_zzvbchdpa95) asks if you are interested in a hybrid option]

### 7. Number of participants:

Please estimate the minimum and maximum numbers of participants that would make sense for your group. (For budgeting purposes, we are estimating 20 people per group for a total of around 240 participants, but your project might require more or fewer people, which is perfectly fine.)

### 8. Participant background:

Are you looking for participants with certain kinds of skills (e.g., language, artistic, technical skills), roles, backgrounds, interests, or identities?

### 9. Preparation:

Would participants need to read, do, and/or bring anything in advance? (As the [Timeline for Facilitators](#_ucjgu6b0q58q) indicates, they would be informed of their group a little over a month in advance of the conference’s start.)

### 10. Final-day deliverable:

What deliverable would your group share with the whole conference on the last day? It can be very rough—we recognize that these collaborations are only just beginning—but there should be at least something that your group could present.

### 11. How will participants get credit?

Will participants be coauthors who could list a publication on their CV? Will they be credited in some other way? Please explain their role in the project and how credit will work.

### 12. What happens after the conference?

How will the project develop after the conference? What opportunities for further collaboration will participants have?

### 13. Working and learning environment:

What strategies might you use to foster an inclusive, accessible, “post-White” (Croom, 2022) environment founded in collective accountability and radical care (Johnston et al., 2022)? Feel free to make use of the [2021 Watson Conference Commitments](https://louisville.edu/conference/watson/history-and-conference-archive/conference-archive/past-conferences/2021-watson-conference/2021-watson-conference-commitments) in your planning. (We will revise them slightly for 2024.)

### 14. (IN-PERSON PROPOSALS ONLY) Space and material needs:

Are there any particular requirements you have for space or materials that the conference planning team might be able to help you with?

### 15. (OPTIONAL FOR IN-PERSON PROPOSALS) Your interest in piloting a hybrid option:

We are happy to select 1-2 groups to pilot a hybrid option; one facilitator would also need to be remote in order to be more accessible to the online participants. If you are interested in this option, please answer the following questions:

* What has been your experience leading and/or participating in hybrid meetings? What strategies have made them more or less successful?
* What technologies would you want to use? How/when would you connect the in-person and online participants?
* Which facilitator would be remote (whether in their Louisville hotel room or back home)?

For some context, two common ways of organizing a hybrid meeting are the following:

1. Everyone who is in person is also connected to Zoom on their own device, but only one person in the room is connected to the audio. Because everyone has their own Zoom square, those on Zoom and in-person are level.
2. A camera and mic that are connected to Zoom capture the video and audio of in-person participants. The in-person view of the room takes up 1-2 Zoom squares, so to speak.

At UofL, bandwidth limitations make option #1 challenging. Option #2, however, is possible for us to execute for 1-2 groups using a 4K camera and omnidirectional mic that we provide. (Some of the better devices, like those from [Owl Labs](https://owllabs.com/), exceed what we can afford.) However, we also recognize that there are other ways to connect remote participants with in-person participants, including through speakerphone, through asynchronous interactions on Slack, or through other means. If you are interested in a hybrid option, we encourage you to be creative and think about which combination of technologies would be the most effective, meaningful, and sustainable for your project.

To select groups for the hybrid pilot, we would give priority to themes or topics that aren’t represented in the Zoom-only week. That way, people who are unable to travel to Louisville have a few more options of projects they could participate in.

### 16. (OPTIONAL) Questions for the organizers:

Please feel free to ask any questions here.

**NOTE:** We invite you to share your facilitation team’s access needs anonymously in this [Google Form](https://forms.gle/34cPFdcdiNBWwJqaA). Once we select the 12 projects, we will contact the facilitators personally to learn their specific access needs.