Please use the following form to set out your proposal as a RIBA Core CPD 2026 module presenter.

This form will be the only source of information that we use to assess your proposal, therefore please provide as much detail as possible, using the bulleted points for guidance.

Completed proposal forms should be returned to Juliet Talbot, Learning Content Manager at Speaker.Tender@riba.org

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| 1. **Speaker profile**
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| * Contact details (name, job title and company, address, email, telephone)
* Brief profile explaining what you do/what your key experience is
* Any relevant previous experience (including talks, training, research) Note: Previous speaking experience is not required

 **Max 200 words**  |
| 1. **Creative response**
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| **Please write a creative response to your chosen topic brief**We suggest you use the CPD 2026 - Speaker Topic Briefs document to outline your vision for the sessions, however this is a guide to each of the topics - you do not need to cover every point listed and we would prefer you to talk about what you ‘know’ than to try and fit each of the criteria.Please include: * The Topic title (as set in RIBA Core CPD 2026 - Speaker Topic Briefs doc)
* Key components of the course and how you will present them – please consider including case studies/practical project examples
* Learning outcomes (maximum 6 for total course – ideally 1 learning outcome in each 20-minute recorded session)
* Additional Learning Resources - activity-based learning examples (as outlined in section C below)
* Using your knowledge and experience, please list anything that is not included in the brief that you feel should be, and tell us why

 **Max 500 words**  |
| 1. **Fees**
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| Please include a breakdown of your proposed fees/costs for providing the services below. Fees should be inclusive of expenses and development costs, etc. 1. **Recorded Content** To be recorded in October 2025, in London
* Presentation of module (split into four 20 minute talks)
* Short recorded introduction to introduce yourself and the module (3 mins)
* Short recorded conclusion to cover learning outcomes that were included in your talks (7 mins)
1. **Additional Learning Resources** (activity based – no recording) Template for learning resources will be provided and we will arrange an online meeting to discuss further
* Additional learning content (to be segmented in line with above recorded talks) to take the learner approximately 30 minutes, to include:
* **Initial quiz** - 1 question relating to module content to check existing learner knowledge
* **Scenario-based exercises** **x 2** - to be completed by learner either during or after the course (exercises can be based on real imagined projects). This should include 1 question to be linked to each scenario
* **Concluding quiz** – 4 questions relating to course content to check learner knowledge (1 question from each module)
1. **Live webinar** To be carried out in 2026
* 1 hour ‘In conversation’ webinar on your course, led by RIBA representative (no prep required – questions will be sent to speaker in advance of webinar)
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| 1. **Schedule**
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| **Please confirm that you can meet the deadlines below:*** Submit proposal – 21 July 2025
* Return signed contract – w/c 28 July 2025
* Provide bio and module synopsis with learning outcomes – w/c 28 July 2025
* Submit all presentations for review – 19 September 2025
* Provide all additional learning content for review – 19 September 2025
* Presentation and learning content sign off – w/c 29 September 2025
* Record presentations in studio – weeks commencing 6, 13, or 20 October 2025
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| 1. **Additional information**
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| Please provide any additional information that you feel may support your proposal.  |