**RIBA Academy Core CPD Speaker Proposal Proposal**

Please use the following form to set out your proposal as a RIBA Core CPD 2024 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, CPD 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/why you are the right person to speak on the chosen topic
* Any relevant previous experience (including talks, training, research etc.)
* **Max 250 words**
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| **B. Creative Response** |
| Please write a creative response to the topic brief (using *RIBA Core CPD 2024 -* *Speaker Topic Briefs*) including your vision for the sessions, including: * The Topic title (as set in *RIBA Core CPD 2024 -* *Speaker Topic Briefs* doc)
* Key components of the course and how you will present them – please consider including case studies/practical project examples
* Additional, activity based learning examples (as outlined in section C below)
* Learning outcomes (maximum 6 for total course – ideally 3 key components in each 20-minute recorded session)
* 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**
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| 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 all expenses and development costs, etc.**On-demand Content (recorded)***Your fee for development and recording of the following:** 1 hour presentation on module (split into 3 x 20-minute talks)
* Short recorded introduction (1 x 5-minute presentation to introduce yourself and your module)
* Short recorded conclusion (1 x 5 minute presentation to cover learning outcomes)
* Please also include licencing fees for unlimited use of content (with assumed cap of 100,000 users) per annum
* Record very short (45 secs) trailer/teaser to introduce yourself and your topic and help the RIBA promote your module. No slides required.

**Additional Learning Resources (activity based)***Your fee for development of the following:** 50 minutes of additional learning content (to be segmented in line with above recorded talks) which should include 3 of the following:
* **Multiple choice quiz** – this can include multiple answer questions to help embed the learning outcomes – delegates will complete this after talk 1
* **Test** – these should be designed to include challenges with multiple decisions/outcomes as answers. If delegate chooses an incorrect option, they will be provided with a risk explanation for making this choice
* **Outcome based scenario** - provide a scenario to discuss/research related to one learning outcome
* **Case Study** - related to one learning outcome
* **Reading** – related to module or one learning outcome (this could be an article, book or similar)
* **Additional video content** – this could be a short CPD recording on a specific subject but must not include any incorrect statements or non-related marketing

**Live Webinar***Your fee for the following:** ‘In Conversation’ (Q&A live webinar led by RIBA representative)
* No slides required - pre-agreed questions sent to speaker for discussion for max two 1-hour sessions

**Live Webinar for Corporate Practices** *Your fee for the following:** Your recorded content provided live for RIBA Chartered & Corporate Practices
* Booked ad-hoc through the year on request by practice (may not be required in 2024)
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| 1. **Schedule**
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| Please confirm that you can meet the deadlines below:* Submit proposal – 19 June 2023
* Return signed contract – 6 July 2023
* Provide detailed module brief, learning content and bio for marketing – 10 July 2023
* Submit all presentations – 11 September 2023
* Record presentations in studio – w/c 2 October 2023
* Provide all additional learning content – w/c 6 November 2023
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| 1. **Additional Information**
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| Please provide any additional information that you feel may support your proposal. |