**RIBA Academy Core CPD Speaker Proposal Proposal**

Please use the following form to set out your proposal as a RIBA Core CPD 2025 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 etc.) *Note: Previous speaking experience is not required*
* **Max 200 words**
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| **B. Creative Response** |
| **Please write a creative response to the topic brief.** We suggest you use the C*PD 2025 -* *Speaker Topic Briefs* document to outline your vision for the sessions, however this is a guide to each of the topics and you do not need to cover every point listed.Please include:* The Topic title (as set in *RIBA Core CPD 2025 -* *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 2-3 learning outcomes in each 20-minute recorded session)
* Additional, 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**
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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.**Recorded Content (on-demand)** – To be recorded at 66 Portland Place, London (Oct 2024)*Your fee for development and recording of the following:** Presentation of module (split into 4 x 20-minute talks)
* Short recorded introduction to introduce yourself and the module
* Short recorded conclusion to cover learning outcomes that were included in your talks
* We may ask you to record a very short (30 second) trailer to on your talks to help RIBA promote your module. No slides or preparation required – we will guide you on what to say.

**Additional Learning Resources (activity based)** – to be provided by 20 September 2024 on templates to be provided* Additional learning content (to be segmented in line with above recorded talks) to take the learner approximately 30 minutes.
1. **Initial Quiz - 4 questions relating to module content to check existing learner knowledge**
2. **Case Study Learning Activities x 2**
	* scenario based activity to be completed by learner after talk 2
	* scenario based activity to be completed by learner after talk 4
3. **Concluding Quiz - 4 questions relating to module content to check learner knowledge**

**Live Webinar x 2** - to be carried out in Spring and Autumn 2025*Your fee for the following:** 1 hour ‘In Conversation’ with speaker lead by RIBA representative
* 30 min Q&A webinar for delegates to ask questions of speaker
* No slides required - pre-agreed questions for ‘In conversation’ 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 – 29 July 2024
* Return signed contract – 12 August 2024
* Provide detailed module synopsis and learning outcomes with your bio – 19 August 2024
* Submit all presentations – 20 September 2024
* Provide all additional learning content – 20 September 2024
* Record presentations in studio – weeks commencing 7, 14 or 21 October 2024
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| 1. **Additional Information**
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| Please provide any additional information that you feel may support your proposal. |