**Proposal Submission Review Criteria**

**DEADLINE: 11pm ET, Friday, April 29, 2016**

**We invite proposals for a variety types of sessions (affinity groups, discussion group, or workshop) for SPEAK UP! Positive Women’s Network – USA’s 2016 National Leadership Summit.** Information about the Summit is available at: www.pwn-usa.org/2016-summit

***SPEAK UP! A National Leadership Summit for Women Living with HIV*** will be held September 27-30, 2016 in Fort Walton Beach, FL. This Summit is open only to women with HIV, including transgender women with HIV.

In September 2014, Positive Women’s Network – USA held our first-ever National Leadership Summit to build advocacy skills and leadership capacity among over 200 women living with HIV from 26 states, the US Virgin Islands, Canada and Mexico. Participants from the 2014 Summit have gone on to do amazing work in their communities, fighting stigma, advocating for fair policies and supporting people living with HIV in their regions. The 2016 Summit will be designed for both first time participants and 2014 alumni as emerging and seasoned advocates to deepen advocacy and collective organizing strategies during a key election cycle.

If you are interested in contributing to this growing and vibrant community, we encourage you to submit an abstract to conduct a session (workshop or other activity at the Summit). As a session leader you will ensure that information and skill-building activities are provided in line with PWN-USA values, priorities, and goals for the Summit.

There will be 5 workshop tracks at the Summit: 1) Rights, Power and Justice, 2) Building Leadership Skills, 3) Policy and Advocacy, 4) Media & Strategic Communications and 5) Advancing the HIV Research, Care, and Prevention Agenda

Descriptions for session tracks are below:

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| **Track** | **Track Description** |
| 1. **Policy & Advocacy** | Sessions in the Policy and Advocacy track will examine or discuss timely policy and/or advocacy trends relevant to women with HIV and provide participants with tools to take action at the local, state and/or federal level. |
| 1. **Effective Leadership Skills** | Sessions in the Leadership Skills track will focus on developing specific skills that support leadership by women with HIV, including self-care for leaders. |
| 1. **Rights, Power & Justice** | Sessions in the Rights, Power & Justice track will focus on building critical consciousness and/or ability to use a human rights/social justice framework in advocacy. We are especially interested in sessions that intentionally hold a power, race, gender and/or class analysis and which advance our collective ability to be accountable and strategic as a movement-building organization. Sessions in this track may focus on particular rights and justice issues that disproportionately impact communities most affected by HIV. |
| 1. **Media & Strategic Communications** | Sessions in the Media and Strategic Communications track will focus on building media and communications capacity of participants to advocate, organize and/or mobilize on policy issues through effective print, online and/or broadcast media, and/or social media strategies. |
| 1. **Advancing the HIV Research, Care, and Prevention Agenda** | Sessions in the Advancing HIV Research, Care, and Prevention Agenda track will focus on building our ability to advocate for innovative and timely research and service delivery that works for our communities |

**Things to Know:**

1. We welcome interactive and informal sessions, including discussion-based and hands-on training exercises.
2. Session proposals should clearly communicate what knowledge, skills, tools, or insights participants can expect to gain from the session.
3. We encourage sessions with more than one presenter or facilitator.
4. Session presenters will **not** be compensated or otherwise reimbursed for travel, ground transportation from home to or to the Summit, food beyond meals covered through Summit registration, or other expenses. Presenters are expected to pay a registration fee for the Summit.
5. Accepted sessions will be scheduled to minimize topic overlap and as meeting space and logistics allow. The program committee will consider requests for specific scheduling (day and time) but is unable to honor all scheduling requests.
6. Once a session has been accepted and listed online, cancellation imposes a serious burden. Please do not submit a proposal if you are uncertain that you will be able to fulfill your obligation to organize and conduct the session.
7. Please note: If your proposal is accepted, all information provided as a part of your proposal will be confirmed for accuracy prior to the Summit.

**Timeline**

* Thursday, March 31, 2016 Release of Call for Summit Session Proposals
* Friday, April 29, 2016 Summit session proposals due
* Friday, May 27, 2016 Notification of accepted sessions
* Friday, June 10, 2016 Session Leaders confirm participation

**Review Process**

Sessions should provide an in-depth review of, or introduction to, a topic of interest, and should provide participants with materials and/or ideas that are **immediately useful in the real world**. Proposals will be assessed on the basis of the following criteria:

1. **Content is timely and relevant to PWN-USA’s mission, values, and/or policy platform (viewable at** [www.pwn-usa.org/statement](http://www.pwn-usa.org/statement))
2. **Content proposed is aligned with Summit goals.**
3. **Goals of session are clearly stated.**
4. **Proposal demonstrates a plan to leave participants with concrete tools they can use.**
5. **Presenters demonstrate the expertise to present on the issue**
6. **Session design includes presenters, speakers, or co-facilitators reflective of the constituencies impacted by issue.**
7. **Session design is engaging, creative, and interactive.**

**Final decisions will be made with an eye towards meaningful involvement of women with HIV and communities of color as presenters. In particular, we seek strong representation of women living with HIV, people of color, trans and gender non-conforming individuals, and young people as presenters. We welcome abstract submissions from well-intentioned allies and encourage allies to submit in collaboration with women living with HIV.**

**Application**

Please submit your proposal by completing this form available online at bit.ly/pwnsummitabstract by April 29, 2016. For your convenience we have included the questions below so you can review them as you are putting together your proposal.

If you are unable to complete the form online, you can use the form attached. Forms submitted as attachments MUST be submitted via email in Microsoft Word. We will not accept PDF versions of proposals or faxed workshop proposals.

**Format**

* Please follow the proposal template exactly.
* Font: Arial 11pt.
* Margins: All margins (Top, Left, Right, and Bottom) must be set at 1 inch.
* Acronyms: Spell out acronyms the first time they are used.
* Endnotes: You may include endnotes (not footnotes) if you make references or list citations in your proposal.

**PLEASE TYPE**

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| **LEAD PRESENTER INFO** | **RESPONSE** | |
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| **First and Last Name of Lead Presenter** |  | |
| **Short Bio of Lead Presenter**  *Tell us about you including any experience with the topic you are presenting on. Please limit to 100 words.* |  | |
| **Are you involved with PWN-USA?** | * Member of PWN-USA: \_\_ Yes \_\_ No * Member of Regional Chapter: \_\_ Yes \_\_ No * If a member of a Regional Chapter, list chapter:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Are you involved with other PLHIV Networks?** | \_\_ Yes \_\_ No  If yes, please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **HIV Status** | * Positive * Negative | * I don't know   \_ I do not want to answer this question |
| **Gender**  *Please check one that applies.* | * Female * Trans Woman (MTF) * Trans Man (FTM) * Genderqueer or Gender nonconforming | * Male * Two Spirit * Other: \_\_\_\_\_\_\_\_\_\_\_\_ * I don’t want to answer |
| **Pronoun** | * She/her \_\_ Them/Their   \_\_ He/his | |  |
| **Race/Ethnicity**  *Please check one or more.* | * African * African American/Black * Asian/Pacific Islander * Biracial or Multiracial * Caribbean | * Caucasian/White * Hispanic * Latin@/Chican@ * Native American/First Nations * Other: \_\_\_\_\_\_\_\_\_\_\_   I don’t want to answer |
| **Primary Email address** |  |  |
| **Best telephone number** |  |  |

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| **SESSION INFO** |  | |
| **Type of Session**  *Please check ONE that applies.* | * Affinity Group * Discussion Group | * Workshop (75 minutes) |
| **Track**  *Please check ONE that applies.* | * Policy & Advocacy * Building Leadership Skills * Rights, Policy & Justice | * Media & Strategic Communications * Advancing HIV Research, Care, and Prevention Agenda |
| **Session Level**  *Please check ONE that applies.* | * Beginner * Intermediate | * Advanced |
| **Session Title**  *Please limit title to 10 words.* |  | |
| **Session Description**  *Please limit to 250 words.* |  | |
| **Session Goal and Objective(s)**  *Please limit to 100 words.* |  | |
| **Please select the choices that best describe how you will conduct your session:** | * Lecture * Panel Presentation   *Please limit the number of presenters to three.*   * Facilitated discussion | * Interactive Activities (*if checked, please describe*) * Case study * Role Play * Other creative format (*if checked, please describe*) |
| Please describe, if you checked interactive activities or other creative format:  *(Please limit to 150 words)* | |
| **Language** | Is English the Primary Language for this workshop?   * Yes * No If no, which language? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| **Co-Presenters** | 1. Will you be co-presenting with other PWN-USA members?   \_\_ Yes \_\_ No   1. Will you be working with co-presenters who are allies of PWN-USA? \_\_ Yes \_\_ No | |
| **Names of co-presenters** | Name(s): Affiliation(s) or Brief Descriptions | |

**Please email this application and any supporting materials to:**

Vanessa Johnson, JD

PWN-USA National Training and Leadership Development Director

[pwnsummit@gmail.com](mailto:pwnsummit@gmail.com)