AEP Annual Convening

Session Worksheet

# Submission Checklist

* **Session Title**
* **Session Description**
* **Session Objectives**
* **Host and Speaker Information**
* **Session Plan Questions 1-5**

## Session Information

Session Title:

Session Description (600 characters):  
*The abstract should synthesize the learning objectives and how the session will build leadership capacity. AEP will use this in marketing materials for the event, so please be specific in what you want attendees to know about your session.*

Session Objectives (3-5)  
*Please provide 3-5 key objectives of your presentation. These should incorporate the resources, content or knowledge you want your audience to leave your session with in the short and long term.*



# Session Host Information

Session Organizer Name:   
Session Organizer Title:   
Session Organizer Organization:   
Session Organizer Phone:  
Session Organizer E-mail:   
Session Organizer Bio (400 characters, 2-3 sentences:  
Session Organizer Headshot:   
Will the session organizer also be a speaker during the session? (Yes/No)  
Has the session organizer hosted a session at a previous AEP Annual Convening? (Yes/No)

Speaker 2 Name:   
Speaker 2 Title:   
Speaker 2 Organization:   
Speaker 2 Phone:  
Speaker 2 E-mail:   
Speaker 2 Bio (400 characters, 2-3 sentences:  
Speaker 2 Headshot:   
Has Speaker 2 hosted a session at a previous AEP Annual Convening? (Yes/No)  
Is this speaker confirmed? (Yes/No)

Speaker 3 Name:   
Speaker 3 Title:   
Speaker 3 Organization:   
Speaker 3 Phone:  
Speaker 3 E-mail:   
Speaker 3 Bio (400 characters, 2-3 sentences:  
Speaker 3 Headshot:   
Has Speaker 3 hosted a session at a previous AEP Annual Convening? (Yes/No)  
Is this speaker confirmed? (Yes/No)

PATHWAY: IF the session organizer is not speaking:  
Speaker 4 Name:   
Speaker 4 Title:   
Speaker 4 Organization:   
Speaker 4 Phone:  
Speaker 4 E-mail:   
Speaker 4 Bio (400 characters, 2-3 sentences:  
Speaker 4 Headshot:   
Has Speaker 4 hosted a session at a previous AEP Annual Convening? (Yes/No)  
Is this speaker confirmed? (Yes/No)

# Session Plan:

1. Room set-ups for your session\*

* Round tables for 8
* Chairs in an open circle
* Theater style seating/rows

1. What topic is most aligned with your session? (choose one)

* Advancing diversity, equity and inclusion
* Collective impact and engagement across the arts education ecosystem
* Policy and systems change
* Post-COVID and arts education
* Arts educator workforce
* Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What passion or connection do(es) the host(s) bring to the topic of the session? What draws you to share at this event? What experience or shared learning do you hope to gain from the AEP Convening? (3-4 sentences)
2. Inclusion at the AEP Annual Convening means that anyone who participates in the event can be successful because there are no barriers to their learning. What specific steps will you take to build an inclusive session? What support or resources do you need from AEP? (*2-3 sentences*)
3. How will your session invite active learning and participation? You may consider including facilitation methods, opportunities for co-learning, or action planning. (2-3 sentences)
4. How does your session build on, challenge, or bring new perspectives to dominant narratives\* in arts education? (2-3 sentences)

\*We define dominant narratives as pervasive practices and beliefs advanced by groups that hold power. This may include statements like “school is the primary place where arts learning happens.”