

# AEP Annual Convening Session Worksheet

## How to Use this Worksheet

---

### Purpose

AEP's mission is to build leadership capacity for arts and education leaders. In this spirit, we've designed these thinking exercises to help you plan a session for the Virtual Gathering. The reviewers - AEP and ECS staff members - will use your responses to build the event agenda.

### Filling out the Document

- Begin by reading the [session guidelines](#) provided on the AEP website. This has important information regarding audience, speaker requirements, focus areas and proposal selection criteria.
- Save this document on your computer. Spend time brainstorming the questions and revising as needed. If you have any issues or questions, please contact [Mary Dell'Erba](#).

### Returning the Worksheet

- Save your completed worksheet with this naming convention:

#### **Organizer Last Name\_Session Title**

Example: DellErba\_Policy Opportunities for ArtsEd

- Visit the [concurrent sessions form webpage](#). Complete the speaker contact information and attach this document to the form.
- Press "Submit". A confirmation will show in the browser window.
- AEP will be in contact by June 15 with the status of the submission.

# AEP Annual Convening Session Worksheet

Session Title:

Session Type:  Pre-recorded  In-person

## Session Design

### 1. Audience

Who is your target audience? **Choose up to 3.**

- |   |   |
|---|---|
| <input type="checkbox"/> Advocates and arts activists | <input type="checkbox"/> Policymakers               |
| <input type="checkbox"/> Artists and teaching artists | <input type="checkbox"/> Private and public funders |
| <input type="checkbox"/> Business leaders             | <input type="checkbox"/> Researchers                |
| <input type="checkbox"/> Community leaders            | <input type="checkbox"/> Service organizations      |
| <input type="checkbox"/> Educators                    | <input type="checkbox"/> Other (please specify):    |
| <input type="checkbox"/> Families and caregivers      | <input type="text"/>                                |

### 2. Presentation Visioning

What topic or question will you explore during the session? (choose one)?

- Advancing diversity, equity and inclusion
- Relationship building
- Policy and systems change
- Future of arts education
- Educator workforce
- Healing and mental health
- Other (please specify):

### 3. Speaker Connection

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 Annual Convening? (3-4 sentences)

# AEP Annual Convening Session Worksheet

4. Does the session focus on local, state, or national systems change or building leadership capacity for individuals? If **yes**, please share how. Please refer to the session guidelines for a definition of systems change. Write **N/A** if not applicable. (1-2 sentences)

5. 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)

6. For **in-person** sessions, how will your session inspire co-learning with attendees? How will your session invite participants to contribute their own expertise and insight to the conversation? (2-3 sentences)

7. For **pre-recorded sessions**, what question will you answer with the information you share? How will you inspire listeners to activate this information after they leave the session?(2-3 sentences)

8. 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."