

AIEA THEMATIC FORUM WORKSHEET

WHAT'S THE IDEA?

Saliency for global engagement and education

Saliency for AIEA's goals and for members

Saliency for your institution's goals and your global strategic planning

WHAT DO YOU BRING TO THE TABLE?

What strengths does your institution have?

What strengths do neighboring institutions have?

What is special about your institution or area?

BUDGET

What does AIEA provide?

What does your office have access to—in-kind and/or financial?

What favors can you draw upon?

AGENDA

Begin with the end in mind—what do you want participants to get out of the Forum? Be specific.

Who can you draw upon internally to speak?

Who might you be able to call upon locally?

Who might you invite from further afield or, perhaps, virtually?

Do you have any unique resources or locations on campus pertinent to your topic for participants to visit?

REVIEW PROCESS—WHAT DO WE LOOK AT

Saliency

Budget

Support from your institution

Benefit to AIEA members and the field

Details of your agenda—
who are your speakers?
What do you hope to cover

What should participants come away with—it should be concrete.