

ISTAART Guide to AAIC

GUIDE TO ISTAART IMMERSIVES SUBMISSIONS

A step-by-step guide to submitting an ISTAART Immersives application and an overview of logistics.

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1. About ISTAART Immersives

ISTAART Immersives are hands-on educational workshops on specific topics, taught by experts in the field. They may be half-day or full-day workshops taught in a classroom-style setting, and they take place before the main event, during the AAIC pre-conference program.

As the name suggests, the format should use immersive learning methods. Workshops provide specific skills — anything from statistics, image analysis or other data analysis, to broader skills training such as media training, leadership training or grant writing. Each workshop must define a target audience and its learning outcomes. Please note that ISTAART Immersives applications are highly competitive and will receive a thorough evaluation.

2. Planning your submission

If you are considering submitting an Immersive workshop, plan your submission accordingly. Start by conceptualizing your session, then assemble it into a curriculum.

2.1. Conceptualize your workshop

Think through:

- What key skill in your area of work is needed by the overall AAIC audience?
- Who in the AAIC audience needs this skill the most?
- What are the best methods for teaching this skill?
- How will the audience benefit from having done the workshop?
- Can the content be covered in a half-day workshop? *(Note: Multiple competing topics and workshops run during preconferences, so it is important that length of programming be considered carefully to maximize attendee participation.)*

2.2. Assemble your curriculum

Once you have penciled down the concepts you want to teach, assemble them into a curriculum by considering:

- Who is the best person to teach this workshop?
- How much time is needed to teach the skill?
- What tools and methods will best deliver the learning outcomes?
- How will the impact be evaluated?
- What is the experience of delivering the workshop on the day?
- Who will be leading the workshop, and what do they need to deliver the workshop effectively?
- Overall, what would make this workshop a success?

2.3. Planning the delivery of your workshop

These are small to medium-sized group workshops on specialized, tailored topics. As you plan, consider the following:

- **Size**
 - Think about what size makes sense for the skill you are proposing and how you will deliver the learning outcomes at that size. A workshop for 100 people may be taught very differently from one for 30 to 40 people. Your requested capacity may always not be possible due to space available at each location. If you requested a large capacity, it is important that you consider how you will garner attendee interest to reach that capacity.
- **Prerequisites**
 - Consider what skill or background attendees need — for example, familiarity with a particular statistical package before attending. This is important for attendees to know in advance. Also be very specific if a certain skillset, attribute or resource is required of the attendee to succeed in this workshop.
- **Room layout**
 - Consider the optimal room layout for a good learning experience. Workshops are typically in rounds, though some are in theater style and some in classroom style. This is usually a minimal consideration for most workshops and will be finally determined by the Association based on available space and rooms at each AAIC location
- **Requirements**
 - Think about specific accommodations, materials or technologies — for example, interactive polling or specific stationery needed to make your workshop a success.
- **Attendee experience**
 - Always keep your attendees interest and attention-span in mind; a positive experience is essential to success. Thought-provoking formats, enjoyable activities, engaging speakers / facilitators and sufficient breaks throughout the half or full day all contribute to the experience. Also keep in mind any special accommodations that may be required (for example, any considerations for people with lived experience who may be invited to speak or participate).

3. The submission

Submissions will be handled through the AAIC submission platform (cOasis). You will need to consider the following fields for your submission:

» Title and Description

The description is used by reviewers to understand the workshop and will appear in the AAIC program materials if the workshop is accepted. Keep the language accessible and relatively jargon-free, so that people browsing the program materials are drawn to the workshop.

» **Format**

The format section asks for the methods and modalities you will use, and an outline agenda. This helps reviewers understand whether the workshop and its learning objectives can be achieved as proposed and helps the team assemble an agenda when publicizing accepted workshops.

You will also be asked whether you would want your application to be considered for a half- or full-day workshop. There are many workshops happening at once, so it is important that length of programming be considered carefully to maximize participation.

» **Learning objectives**

Define at least three learning objectives related to what you are proposing. Consider the audience — their career stage and the type of role they are in — and shape the workshop around the target audience you want to reach.

» **Inclusive lens**

You will be asked to consider how the workshop will be relevant to and inclusive of the breadth of the AAIC audience, given that AAIC is a global event drawing a large international audience.

» **Co-organizers and Presenters**

You will be asked to list the names of experts who will co-organize the workshop with you as well as experts who you would like to present during the workshop. You must list the co-organizers at the time of submission, while presenters can be solidified by a later deadline. Typically, you would already have garnered some interest from presenters, or you should be thinking about who to approach as you plan your submission.

» **Evaluation**

Evaluating the workshop is important for understanding whether it was successful and whether the learning objectives were met. Time for evaluation must be built into the agenda and collected from attendees during the session. Events that do not return a substantial evaluation may not be considered for future programming as they may not be able to demonstrate the value or impact of the session.

4. Deadlines and review

Deadlines are listed on the AAIC and ISTAART websites.

Submissions for ISTAART Immersives are comprehensively reviewed by the ISTAART Advisory Council, which passes its recommendations to Association staff. Staff make the final selections based on the Council's scoring and reviews, as well as the proposed audience, the novelty, the suitability for AAIC, and space considerations.