



CALL FOR PROPOSALS CHECKLIST

To submit a proposal for the 3rd International Placemaking Week in Chattanooga, TN, please fill out the form available at: www.placemakingweek.org. The deadline to submit proposals is: Wednesday March 20th @ 5:00pm EDT.

What You'll Need

- **Bio** (50 words)
- **Headshot Image** (optional)
- Select a Session Format:
 - **Panel:** A moderated “fireside chat” format used to spark cross-disciplinary dialogue, and to dig deeply into panelists’ expertise. (75 min, 2-4 panelists including moderator)
 - **Hands-on Workshop:** These “classroom” style workshops focus on enhancing practical skills and showcasing strategies and techniques. (75 min, 1-2 facilitators)
 - **Short Talk:** The conference organizers will curate multiple short talk sessions consisting of 6-7 presenters. Successful applicants to this format will be placed in a session with other presenters addressing similar topics. (7 min, 1 presenter)
 - **Other:** Feel free to propose another type of session or activity that is not listed here. For example, an off-site workshop, a tour, a placemaking activation, or another interesting idea that we haven’t thought of yet!
- **Presentation Title** (200 characters)
- **Presentation Abstract:** Provide an overview of your session, including the topics it will address, learning objective(s), and what you will do in the session. If your proposal is selected, we will use this description in our program. (2,000 characters)
- **Co-Presenters:** List of names and email addresses.
- **Placemaking Contribution:** Please describe how your proposal advances the practice of Placemaking. (1,000 characters)
- **Equity Contribution:** Please tell us how your work addresses equity and inclusion. (1,000 characters)
- **One Sentence Description:** If you were trying to convince a friend or colleague to come to this session, how would you describe it in one sentence. (400 characters)

Need more help? Write us at info@placemakingweek.org.