**Proposal Template:**

Host an interactive Session

Meeting Point 2024

| **Key information*** The deadline for applications is **November 12th 2023**
* Proposals should be submitted by email to meetingpoint@mekongculturalhub.org
* An online Q&A session is open to join **at 5pm ICT time on October 17th, 2023**:Zoom link: <https://us02web.zoom.us/meeting/register/tZEsceygrjIiE9Y8YT2FlxAhTpfnVinu14Ju>
* Proposals should be submitted in English or Vietnamese, but please note that spelling, grammar or style will not be part of the decision making
* For further details please refer to the [Open Call](https://www.mekongculturalhub.org/wp-content/uploads/2023/09/Meeting-Point-2024_-Interactive-Sessions-Open-Call.pdf)
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**PART ONE: ABOUT YOU**

**1. Your details**

| **Family name:** |  |
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| **Given name:** |  |
| **What you like to be called:** |  |
| **Gender / pronouns:** |  |
| **Nationality:** |  |
| **City of residence:** |  |
| **Email address:** |  |

**2. Please briefly describe your work at the intersection of arts and society**

**Guideline length: 200 words**

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**PART TWO: ELIGIBILITY**

**3. Please confirm your proposal meets the following criteria:**

| **Criteria** | **Please writeYES or NO** |
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| The host is a citizen of an Asian country and will be resident in Asia at the time of the Meeting Point (March 21st - 23rd 2024) |  |
| Able to attend the orientation on December 19th, 2023 and the Meeting Point in Hanoi from March 21st-23rd, 2024 |  |
| Comfortable to communicate in English during the orientation and via email/ online call with MCH |  |
| Have attached a proposal for a 90-minute, interactive session related to *Perspectives from the Grassroots, art and social action in Asia* - designed for cultural practitioners from Asia  |  |

**PART THREE: YOUR PROPOSAL**

**4. Session Title**

Please share a draft title for your session, this can be changed later.

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**5. Please tell us about the interactive session you would like to host during the 2024 Meeting Point on Art & Social Action in Asia.**

You may wish to include:

* Any aims and objectives you have for this session
* Any existing work you have done or are currently doing that will provide a foundation for this session, or how this session is going to feed into your ongoing or future work
* What will happen during the session
* The kind of people you would most like to have joining the session
* What kind of atmosphere you would like to create during the session
* Anything that will be produced during or from the session

**Guideline length: 300-500 words**

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**6. How does your session relate to the theme of the 2024 Meeting Point on Art & Social Action in Asia, *Perspectives from the Grassroots***

**Guideline length: 100-200 words**

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**7. Do you foresee any specific needs regarding technology or the physical space where your session will take place?**

Please note we expect to be able to offer a range of spaces for the interactive sessions, including a standard meeting room, a semi-outdoor space (structure with roof and open sides), a full outdoor space, or a large hall. If you think you would particularly like to use one of these spaces please let us know.

**Guideline length: 100-200 words**

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**7. What kind of preparation will you need to do in order to be ready to host the session you have proposed?**

Here we are interested to learn whether running this type of session would be a new challenge for you, and if so how you plan to prepare yourself; or whether you have run similar (or even the same) session in the past. If you think you would like or need any support from MCH to get ready to be able to host the session, please tell us here.

**Guideline length: 100-200 words**

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**8. Budget plan**

Each session host will be given a grant of $750 towards preparation for their session. There are no restrictions on the use of this grant, and it can be used entirely for fees if there are no other expenses that need to be covered.

Please provide a brief breakdown below of how you plan to use the micro-grant to support your session preparation and delivery. You may wish to consider:

* Equipment and materials (to be purchased locally)
* Additional luggage weight (for materials that must be transported)
* Travel costs for any additional colleagues you want to facilitate your session
* Interpretation (note that the working language of the Meeting Point will be English)
* Documentation
* Fees for the host(s)

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**PART FOUR: ANY OTHER BUSINESS**

**Anything else you would like to tell us?**

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**Thank you very much for your interest in the program. 🙂**