



University Innovation Fellows Regional Meetup Call for Proposals

Overview

Regional Meetups are multi-day events designed and hosted by Fellows at their schools. They're like family reunions, plus lots of stretching and learning! These events allow everyone to learn something new, experience a different place/culture, make new friends, and strengthen existing relationships.

Regional Meetups:

- provide an opportunity for host Fellows to share with the UIF community the work they've been doing on campus, and what they've learned in the process
- showcase the school's and the region's unique culture, spaces, educational opportunities, organizations, challenges, etc
- help attendees learn new skills and mindsets through experiential learning activities
- strengthen bonds among attendees (uifamily forever!)
- encourage collaboration with others at hosts' schools, in their communities, and in their regions
- help host Fellows discover new resources and forge new connections in their region in the process of planning the event
- spotlight the host school as a regional leader by hosting a global event

As you can see, these events are wins for everyone. They provide benefits for the host school, the host Fellows, the attendees, and the region.

In the last few years, there have been 18 UIF Regional Meetups in the U.S., Netherlands, India, and Uruguay. Here are a few articles and photo galleries from those events: [Latin America 2018](#), [Utah Valley University 2018](#), [La Salle University 2017](#), [University of Wisconsin-Milwaukee 2016](#), [James Madison 2015](#), and [University of Maryland 2014](#).

All of this sounds like fun, right? Do you want to host a Regional Meetup? If so, keep reading!

Elements of a Regional Meetup

Before you submit your proposal, below is essential info about Regional Meetups.

Dates

We recommend that the Regional Meetup be two to three days, ideally over a weekend. You can host a longer Meetup, but keeping it short and on days where there are no classes taking place will ensure that more student/Fellows attendees can attend.

Most Regional Meetups have been held when classes are in session, but several have taken place during academic breaks. The month you hold your event is up to you. Note that the academic calendar varies depending on the school and country, so take that into consideration, especially if you want to attract an international audience.

The only month off-limits for Regional Meetups is March, when we hold our annual UIF Silicon Valley Meetup. The UIF team won't have time to help you plan your event during that month, and the students who attend the Silicon Valley Meetup may not be able to attend your event.

Format

Here are a few ways that you could hold a Regional Meetup:

- Hold a stand-alone Regional Meetup (like more than half of the Meetups to date)
- Combine an event you're already hosting with the Regional Meetup (ex: Michigan Tech held their Meetup during their school's Innovation Week)
- Invite attendees to join an existing campus event, and add an extra day or two for the Regional Meetup (ex: Wichita Fellows invited Fellows who were already attending their regional ASEE meeting to stay for a UIF Regional Meetup)

Or, pitch us something creative and new! Don't let these three options limit you.

Goals

A Regional Meetup should accomplish the following goals:

- Provides attendees with opportunities to engage with innovation, entrepreneurship, creativity and design thinking
- Provides activities that are hands-on and active (rather than lecture-based)
- Exposes attendees to campus and community resources that advance their knowledge and expand their perspectives about what's possible
- Creates deeper relationships with Fellows within the region (and beyond) to catalyze student-driven change



Hosts

Fellows should be the primary designers and hosts of a Regional Meetup. Faculty, staff, and others are welcome collaborators, but these events are intended to be driven by students.

Attendees

The Regional Meetup should be open to everyone in the University Innovation Fellows community. Any member of the UIF community can attend -- Fellows (both those in school and those who have graduated), faculty champions, and candidates in training. It's up to the host Fellows, but some Regional Meetups have also been open to other students at the host school, as well as non-UIF friends and classmates of attendees.

UIF program staff support

The Regional Meetup hosts meet with UIF program staff at least twice to discuss learning objectives, strategic and tactical matters. We are here to help you explore the goals of your event and the types of learning experiences that achieve those goals. We'll share resources such as activity guides and schedule templates.

We can also advise you on logistics such as transportation, food, communications, etc. Finally, we will also help you market the event to the UIF community via the closed UIF Facebook groups, newsletters, promotions at in-person events, and email.

You should use the program staff as a resource, seeking our input early and often, as you hone in on a strong program agenda.

UIF branding

Print and digital materials must be co-branded with the University Innovation Fellows logo and approved by Laurie Moore, the program's communications manager (laurie@universityinnovation.org). If you wish to create branded swag (stickers, t-shirts, notebooks), materials need to be approved by Laurie before production.

Event names should follow this format: University Innovation Fellows *[school, city, state, region or country]* Regional Meetup.

Propose a Regional Meetup!

We're seeking proposals for **four** Regional Meetups that would take place January 2020 through December 2020.

Deadlines:

- November 1, 2019 for events proposed for January - June 2020
 - UIF team will notify you if your proposal is accepted by Nov. 15, 2019
- February 1, 2020 for events proposed for July - December 2020
 - UIF team will notify you if your proposal is accepted by Feb. 15, 2019

Here's how to propose a Regional Meetup:

- Fill out a Regional Meetup Submission Form (you'll make a copy of this document in order to create your submission) at bit.ly/regional-meetup-form
- Obtain a letter of support from an institution leader, partner or supporting organization
- Submit these two documents as PDFs to bit.ly/regional-meetup-submit based on the deadline schedule above.

In addition to the items in your submission, when the UIF team reviews your proposal, we'll consider the following items (these aren't requirements, but they will help you out):

- The host Fellows team members have been active in the UIF community
- The proposed event's theme relevant and useful to the UIF community. Below are a few themes that the UIF team would love to see covered at a Regional Meetup:
 - Diversity, inclusion and equity
 - The future of learning
 - The future of work
 - Reimagining the school to career transition
 - Philanthropy/community service/service learning
 - Mental health/wellness
 - Out-in-the-world learning
 - Collaborating across disciplines
 - Tackling climate/environmental issues
- The host school has not hosted a previous Regional Meetup, or the school is in an area that has not yet been served by a Regional Meetup

The UIF team will notify you if your proposal has been accepted by the dates listed at the beginning of this section, under "Deadlines."

What You'll Receive

If we accept your proposal, your school will receive:

- \$1,000 USD for your Regional Meetup
 - Funding will be given to schools after the completion of the event as a reimbursement, so supplementary event funding will need to be obtained
 - [Minority-serving institutions](#) in the U.S. will receive \$1,500
- UIF program staff support, including planning time, marketing time and resources
- UIF logo graphics
- Lots of love and high fives from the UIF team :)

What You'll Be Responsible For

- Upfront event costs
 - The total event costs will be determined by the number of attendees you are hoping to attract and also by the activities you will host. Items you will need to consider are food, materials, supplies and stipends for speakers (if necessary). A suggested fundraising goal is \$3,000-5,000 USD based on previous Meetups in the U.S. for about 30 participants. Remember that you can also ask local supporters and collaborators for in-kind donations such as a meal or space.
- Space that is suitable for active learning
- Housing options for traveling Fellows (attendees will cover the cost of their own housing, but local recommendations are helpful)
- Support from University Innovation Fellows Faculty Champion(s), Dean/Department Head, and/or supporters from the President/Chancellor/Provost's Office (people from whom you'll need to ask for a letter of support)
- Collection of attendee registration fee
 - Previous Regional Meetups have had a \$20 USD registration fee. We encourage you to implement a similar cost to the participants. You can put the registration fee toward your Regional Meetup costs (i.e. for food, lodging, a speaker, supplies, etc.), which can help offset the suggested budget. Pro tip: We've also learned that charging a small fee helps attendees feel committed to the event so they're more likely to attend.
- Event communication with attendees, and event management
 - After we help you plan the event, it's up to you to implement it!
- Post-event materials
 - Two weeks after the Meetup, share a selection of photos and a short write-up about the Meetup with the UIF team for publication as a blog post on the UIF website. We want to show off your Meetup to the world!