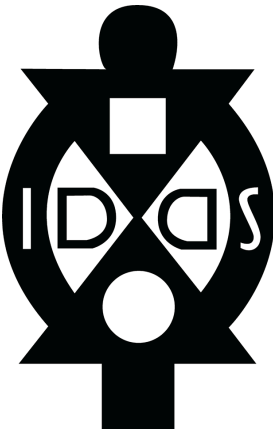# APPLY TO HOST A SUMMIT IN

2016

Information on what it takes to host an IDDS and how to propose to host a summit in 2016. Indications of Interest are due by **February 13, 2015 at 5pm EST.**

IDIN
International Development Innovation Network

U.S. GLOBAL DEVELOPMENT LAB Powered by **USAID**

››››IDDS is a program of the International Development Innovation Network (IDIN), a consortium funded through USAID's Higher Education Solutions Network (HESN) that supports leading universities.to catalyze the development and application of innovative science, technology, and engineering approaches and tools to solve some of the world's most challenging development problems.

OVERVIEW

The International Development Design Summit (IDDS) is an intense, hands-on design experience that brings together people from all walks of life to co-create affordable and accessible technologies that improve the lives and livelihoods of people living in poverty (read more here: http://iddsummit.org/about). All summits are run by a group of dedicated volunteer organizers who believe in the mission of IDDS, most of whom have been participants themselves. For the fiscal year 2016 (October 2015 – September 2016), we seek to support for organizing groups from diverse geographic areas who wish to host a summit. We have the capacity to support up to[*] two longer summits (month long) and several shorter summits (1-2 weeks). IDIN will provide support that includes core funding for leveraging (up to 30,000 USD for a short summit and up to 100,000 USD for a longer summit), curricular consultation with and guest instruction by Amy Smith, Benjamin Linder, and other IDIN faculty, IDDS organizational consulting, and more. If you are interested in hosting and organizing a summit, we encourage you and your team to submit a letter of interest **by February 13 at 5pm EST** to idin.summits.tender@mit.edu.

BASIC TIMELINE FOR SUMMIT SELECTION PROCESS

Round	What	Due by
Round 1	Letter of interest (no more than 2 pages) **OR** 1 video no longer than 5 min **OR** Power point presentation no longer than 15 slides. **All submissions must answer the 5 Ws – why, who, what, where, and when).**	**February 13, 2015 at 5pm EST** Applicants will be notified by February 22 if they are invited to submit a full proposal package for Round 2.
Round 2	Full Proposal **AND** 3 Letters of Commitment (from the lead instructor, the lead organizer, and the fiscal entity), **AND** 2 Reference Letters (one from an IDDS organizer and one from another person that can speak to the lead organizer's management, fiscal responsibility, and organizational skills) **AND** Group interview	All materials due by **March 16, 2015 at 5pm EST**. Follow up interviews will be conducted by Skype the week of March 23-27.

ALL SELECTED SUMMITS FOR 2016 WILL BE NOTIFIED BY APRIL 10, 2015.

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[*] Contingent on funding available.

WHAT DOES IT TAKE TO HOST A SUMMIT?

Before submitting a letter of interest to host a summit, it is good to know what it takes to host a summit. If you were an IDDS participant or organizer before, you know that IDDS is a very intense and potentially life-changing experience for participants, communities, and even organizers. As such, it takes a lot of time and effort to organize an IDDS. We estimate it takes nearly a year to plan and organize all the details for a good IDDS.

For any given summit, there are four main parts an organizing team needs to consider when planning and implementing a summit:
- The **curriculum and schedule** (what you will do and learn),
- The **participant experience** (what participants will do and learn in addition to planned activities),
- The **community experience** (who you will work with and how),
- And the **operations + finance** (the logistics of how it will all get done).
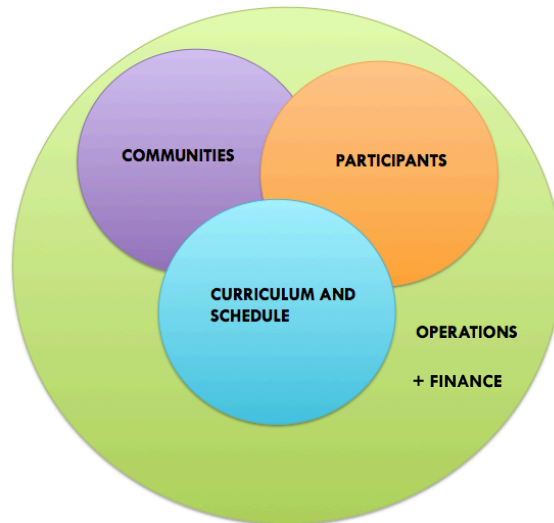
Organizing teams who are awarded IDIN funding will be required to attend a "mile-stone" check-in call with IDIN Headquarters every three months to assess each component of their planning process. If an organizing group has not made satisfactory progress towards these milestones, the summit may be cancelled or postponed. For more details on what is expected to be prepared at the 3, 6, 9, and year mark away from the summit see here: http://bit.ly/1x2q2nz.

Curriculum and Schedule
The first part of organizing your summit is articulating your vision. What are the goals of your summit? All IDDSs teach participants the co-creative design cycle in a hands-on way through immersive experiences with local communities or community members, but are you hoping the summit will address specific area of international development or a certain type of design challenge (such as health challenges, waste challenges, energy challenges, etc.)? Or are you hoping to address a variety of international development issues and design challenges? Are you hoping to start from the beginning of the design cycle or are

you hoping participants will come in with products which they hope to turn into ventures? What do you envision for the outcome of your summit?

Once you can articulate what your vision and goals are, you can identify what type of lead instructor(s) you will need (a mechanical engineer, a medical device designer, a business instructor, etc.); IDIN can help put you in touch with people with the right skills and background so that you can assemble the right instructional team. The lead instructor will be the person to lead the planning of a curriculum of activities and lessons that will help the team accomplish those goals. For the summits that are selected to host in 2016, IDDS founders Amy Smith and Ben Linder will work closely with the lead instructor listed by your team to provide curricular consultation and will be available to provide guest instruction at the summits.

Note: Since Amy Smith and Ben Linder will be assisting in the application review process and providing support to all summits selected, please do not list them as a lead instructor. Please list someone local that we can train and mentor. Before you submit your Indication of Interest, we recommend you read about all the organizing roles (including the Lead Instructor role and design facilitator role) in our IDDS Organizing Roles document here: **http://bit.ly/1HyKBJ**.

Community Experience
As you know, a key component of the IDDS experience is our immersive interaction and co-creation with local community members or end users who are facing the very challenges that we are designing technologies and ventures to address. At IDDS there are a variety of ways to engage with the community. Some summits have organized immersive community visits and homestays, which may be several days long or just a day-long visit. Shorter summits may coordinate visits to local community institutions that are integral assets to specific challenge area they are facing (for example, waste picker associations at a waste summit or local health clinics at a maternal health summit). You and your organizing team should choose to incorporate the community experience in whatever way you deem most appropriate for the goals of your summit *and* most beneficial to the communities you will work with. The only requirement IDIN has is that you must invite at least one person from each community you work with to be a participant at the summit in order to build local capacity and increase the potential for continuity of the project after the summit.

To ensure that IDDS is a rewarding experience not only for participants, it is expect that you and your organizing team will visit and work with the communities long before participants arrive for the summit. Likewise, it is hoped that each community relationship will be sustained even after the summit by someone from the organizing team, the IDIN network or a supporting local organization.

Participant Experience
Another important component of any IDDS are the participants. The type of summit experience people have will be affected by the type of people you choose to invite to participate. At IDDS, we believe that innovation thrives at the intersections of disciplines and cultures. As much as possible, we encourage summits to accept a diversity of participants. At the same time, there is an exceedingly high number of people who wish

to participate in a summit and a good way to help narrow the applicant pool is to think about who would be key stakeholders and perspectives of the challenges your summit is facing. Therefore, though it may be a waste themed summit, we may not only want designers, engineers, and business owners of waste products, but we might also want waste pickers themselves, lead government workers who develop policies on waste, and even people who generate waste. Likewise, we encourage each summit to aim not only for diversity of professional perspectives, but also for a diversity in economic and educational background, development background, age and gender.

To ensure each person receives the personal IDDS touch from the moment applications open 9 months before the start of a summit to the moment they leave the summit, organizers are hard at work answering emails and questions for participants as they discover IDDS, raise funds, arrive, create, learn, change, and depart, and continue. You'll want to be sure that your team has someone to coordinate the interactions with the participants and a good method for keeping track of the communication.

Operations + Finance
Underpinning all that happens at IDDS is the operations of every activity. This includes all the administrative and logistical details to make sure the summit can happen. From budgeting, reporting, and raising funds, to coordinating transportation and homestays, to ensuring meals, spaces, and materials are ready, to ensuring translators are available (if necessary), the operations of a summit can take large amount of time and energy. It is for this reason, we recommend working with a local organization to help coordinate the above logistics and even hiring an experienced person to oversee the finances - as your resources will determine the amount of activity that you can do or not do.

Note: Our hope and dream is to see organizing teams growing and developing in their capacity to run a summit – ideally starting out by hosting a local day-long workshop, then a short summit, then a longer summit, and eventually running summits completely on their own. We cannot guarantee that if a group runs a shorter summit, they will be promised funding for a longer summit (as it will still depend on their performance, the applicant pool of other summit organizing teams applying, and the funding available). However, if an organizing team can clearly demonstrate they have successful past experience(s) organizing IDDS or other similar events, they should make that clear in their letter of interest – especially when applying for a longer summit.

The Organizing Team and Local Organization
As you can see, organizing an IDDS is something that requires a committed and dedicated team with plenty of time available to plan and implement.   It is our recommendation that IDDS organizing teams work with a local organization (university, NGO, etc.) who knows the culture and context of the area you are working in, and has the capacity to receive and manage funds and basic logistics on your behalf. At the same time, it is helpful if the majority of the organizing team has attended a summit, so we then encourage you to gather a team of local IDIN network members or local volunteers to form the organizing team. If there are gaps in the team you can subsequently recruit a few international IDIN network members to augment the organizing roles you still need to fill. For more specifics on what type of roles are necessary for a given summit, please see here:

http://bit.ly/1HyKBJU and then try filling out the worksheet here: http://bit.ly/13XNQhG to help identify who will make up the core of your team and what positions you would want to advertise to the network at large.

Note: Your team does NOT have to be from the area you are applying to host the summit, however, you MUST work with a locally registered organization that has a verified bank account to receive funds and works in the area where you will run summit.

The Cost
The cost of a summit can range from $30,000-$60,000 USD for a shorter 1or 2 week-long summit and $100,000 – $200,000 USD for a longer 4-5 week summit. The largest line item is usually travel expenses for international participants and organizers, which is usually around $1,800 USD per person. Other large costs include room and board, visa costs, medical expenses (such as required vaccinations or health insurance), transportation during the summit, equipment, and materials.

There are many ways to offset the costs of the summit. One is by seeking low-cost (but safe) options for housing, food, and/or the venue† for the summit. A second way is to select more regional participants. Still a third way is through fundraising by crowd funding as well as by partnering with existing organizations, institutions, foundations, and/or companies for sponsorship, in kind donations and other collaboration. It is expected for the organizing team to fundraise between $15,000 to $70,000 USD depending on the summit, IDIN provides the core funding and provide basic guidance for organizers as they leverage funds for their summit.

Post-Summit Expectations
It is our hope that IDDS is not a stand-alone event, but a catalytic experience. For this reason, the organizing team is expected to assist with a few key deliverables and follow-up activities after the summit:

By the end of the summit:
* Design facilitators ‡will help participants produce **project and community reports** indicating the status of the project, how it will continue (if at all), who the team contact is, who the main community contact is, and document what participants have learned from the design process.
* The organizing team will create a first draft of lessons they have learned from hosting a summit.

A month after the summit:
* The organizing team will work with the IDIN communications coordinator produce a **newsletter** for IDIN as well as local and international partners as a summary of the summit activities and outputs.

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† Keep in mind, as you may remember, a typical IDDS venue is unlike most conference venues (see here for more details: http://bit.ly/1xuHMYZ).
‡ For more information about the design facilitator role and other roles, please read the IDDS Organizing Roles document here: http://bit.ly/1HyKBJ.

- The organizing team (particularly, the design facilitators) will be responsible to coordinate with the Network Coordinator to help participants and communities move outputs to **the next step** – whether that's in the hands of a design group, to a micro-grant application, for further prototyping with participants or communities, or researching and experimenting with different techniques abroad.

Two months after the summit:
- The organizing team will create a **final reflections document** of lessons learned and share it with the IDIN Summits Advisory Committee and future organizers.

OVERVIEW OF THINGS TO CONSIDER

Things to Consider	1-2 Week Model (Shorter Summit)	4-5 Week Model (Longer Summit)
Recommended lead time needed to prepare	At least 10-12 months	At least 12-18 months
Recommended number of dedicated local organizers leading up to the summit and at the summit	4-5	5-10
Recommended total number of organizers (local and international) at the summit	Around 7-10	Around 10-14
Average hours of effort per week for lead organizers	Starting at 8-10, increasing up to full time job during summit, and decreasing back to 8-10 for 1 month after summit to assist with project continuity.	
Facilities needed	One large classroom with projector Multiple group breakout rooms or meeting spaces Organizer meeting room/headquarters Equipment storage room Dormitory Dining facilities or kitchens Workshops (depending on the type of summit)	
Workshop Space	Necessary if you are prototyping. However, you may be able to use a smaller facility or "make your own."	Necessary for prototyping. See here for more information: http://bit.ly/1xuHMYZ
Estimated Total Cost (including scholarships)	30,000-60,000 USD	100,000– 200,000 USD
Approx. core funding offered by IDIN	up to 30,000 USD	up to 100,000 USD
Post-Summit Expectations (within 1 month after the end of summit)	Submit completed financial report of all funds. Submit completed summit registration list with participant and organizer information Submit completed project report for each project created at the summit Submit a community report for each community visited Prepare and publish post-summit newsletter and blog posts with IDIN Communications Coordinator Document lessons learned	

IDIN SUPPORT

IDIN will provide the following as support to selected summits:
- A portion of funding ($10,000 – $100,000 USD), depending on the type of summit
- Curricular consultation, mentorship, and guest instruction by IDDS cofounders Amy Smith from the MIT D-Lab, Benjamin Linder from Olin College of Engineering, and other IDIN faculty.
- Personal consultation and guidance from past organizers from all over the globe and topical discussions via Google hangouts, Skype calls, and phone conferences.
- Guiding worksheets and reference materials to help you plan your summit.
- Key introductions to interested organizations working in the related project space.
- Monitoring and evaluation plan of learning goals.
- A small amount of tools and equipment for loan during the duration of the summit (such as welding helmets, safety glasses, tool kits, iPads, etc.).

STILL WANT TO APPLY TO HOST? HERE'S HOW…

Understanding the amount of commitment and effort it will take to host a summit, if you and your team are still interested in applying to host a summit, we encourage you and your team to submit an indication of interest to idin.summits.tender@mit.edu by **February 13 at 5pm EST**.

Round 1 – Indication of Interest
The indication can come to us in one of three forms, either:
- A Letter of Interest (no more than 2 pages long)
- A Video of Interest (no more than 5 minutes long)
- A PowerPoint Presentation of Interest (no more than 15 slides long)

Whichever indicator you choose to submit, you must clearly answer the 5Ws about your summit – **Why? Who? What? Where? And When?**
- **Why?** – What is your overall vision? Why do you wish to host the summit? What are your goals or the key international development and design challenge(s) you hope address in the areas you selected? Please be as specific as possible.
- **Who?** – Who will be the local organization you will be working with? Who will be on your organizing team and what is their past experience like with IDDS or similar events? What type of instructors do you need to join the team? What type of participants do you hope to have?
- **What?** – What is the type of summit you wish to host? Does it have a theme or is it a classic style summit? What will be the key outputs of your summit?
- **Where?** – Where are you hoping to host the summit? Will it be a rural or urban summit? What type of community engagement do you hope to have?
- **When?** – When do you hope to host the summit and why during that time? What are your estimated dates? We know that some details shift in event planning, but please be as specific as possible.

Eligibility Criteria

- All Indications of Interest must be submitted by the proposed lead organizer to the tender committee (idin.summits.tender@mit.edu) by **February 13, 2015 at 5pm EST.** Any incomplete Indications of Interest or Indications of Interest received after 5pm EST will not be considered.
- Additionally, all indications MUST explicitly state what local organization you will work with that will be able to receive and manage the funds. Any application that does not clearly mention the organization will be disqualified.
- Safety is an important priority in helping us to select where we will host a summit. Any summit that plans to be hosted in a "highest travel warning area" listed on the MIT Travel Risk Policy (http://informit.mit.edu/epr/3.1travel_risk.html) will not be eligible. If the summit you are wishing to host is located on this list, we would encourage you to organize a local IDDS workshop instead and/or wait until the safety advisory is lifted.

Evaluation Criteria

All Indications of Interest will be evaluated by the following criteria:

Criteria	Percentage
Overall strength and clarity of Vision	30%
Experience of lead organizer	20%
Organizing team past performance (preference given to groups with good past performance on organizing an IDDS or IDIN activities)	20%
Local partner presence and experience	20%
Geographic diversity§	10%

Applicants will be notified by February 22 if they are invited to submit a full proposal package for Round 2.

Round 2 – Proposal Package + Interview

If you are invited to submit a full proposal for Round 2, you will receive a copy of the proposal guidelines and will have until **March 16 at 5pm EST** to submit the following materials to idin.summits.tender@mit.edu for your summit to be considered:

- A proposal that answers the questions sent and includes a copy of the budget
- 3 Letters of Commitment (one from the lead organizer, one from the lead instructor including her or his CV, and one from the local organization you will be working with).

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§ We are not expecting an applying team to be able to address their geographical diversity, however we want applying teams to know that we will be funding a portfolio of summits that span a diversity of sectors and geographic areas.

- 2 Reference Letters (one from an IDDS organizer and one from another person that can speak to the lead organizer's management, fiscal responsibility, and organizational skills)

In addition to submitting the materials above, each group invited to Round 2 will be expected to attend a group interview via Skype between **March 23-March 27**, 2015.

Applicants will be notified by April 10 if they have been accepted for an award or not. If you are made an offer, you will be expected to negotiate a contract and timeline with the IDIN Summits Coordinator to begin planning and publicizing your summit.

FOR ANY QUESTIONS...

To ensure equality of information available for all applying groups, if you have any questions about the application process, please submit them to the tender committee at idin.summits.tender@mit.edu **by January 23, 2015 and the** committee will respond to all questions publicly on the iddsummit.org website by **January 30, 2015.**

If want to hear about people's past experience organizing a summit, feel free to contact our IDIN Summits Advisory Committee (idin-summits-committee@mit.edu) or send an email to the listserve of all past IDDS organizers at idds.organizers@mit.edu.