

2018 Creative Commons Global Summit: Submission Guide for Call for Proposals

This Submission Guide is an offline version of the [online Call for Proposals form](#), provided to help you prepare to complete the online submission form. We recommend reviewing the information in this Guide prior to completing the online Call for Proposals form.

NOTE: This Submission Guide is NOT the actual submission form!
The [online Call for Proposals form](https://goo.gl/uwN5R1) is at: <https://goo.gl/uwN5R1>
Please do not email, fax, or mail in your answers to the questions below. All submissions must be made through the online Call for Proposals form.
This Submission Guide is provided only as a convenience.

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Information to read **BEFORE** completing the [online Call for Proposals form](#)

On Common Ground: Collaborate and Participate

The Creative Commons Global Summit (CC Summit) is an annual meeting that celebrates the culture of sharing, and provides a space for open communities to collectively grow a vibrant, usable commons, powered by collaboration and gratitude. The 2018 CC Global Summit builds on a new chapter envisioned for Creative Commons as a renewed, strong, and growing network, and as part of the global open movement.

This year's Summit will provide a diverse and fun space for everyone to collaborate and be a part of the CC community and the future of the Commons. We will lay the groundwork that will provide us with a solid foundation for the shared, collaborative, and participatory community that we want to build and is needed for our movement to diversify and thrive. We hope you will join us.

Call for Proposals Deadline

The deadline to submit a proposal is January 23, 2018, at 11:59pm in the submitter's timezone.

Target Audiences

The CC Summit is open to everyone who is interested and we always welcome new faces and fresh ideas. If you are wondering if you should attend CC Summit or submit a proposal, it may be helpful to know our target audiences.

- Active members of the CC network (e.g., CC network members, CC country teams)
- Members of partner organizations (e.g., Mozilla, Wikimedia, Open Knowledge, etc.)
- Creators and users working with open licenses (e.g., artists, educators, researchers, librarians)
- Activists working on open access to information (e.g., lawyers, journalists)
- Representatives of funding organizations (e.g., foundations, governments)
- Potential members for any of the above (e.g., an organization or individual whose work or values align with CC but is not yet actively engaged in the movement)
- Open technology enthusiasts which contribute to the values of open through decentralized technologies (e.g., blockchain.)

Summit Theme

The theme of the 2018 Global Summit is "On Common Ground: Collaborate and Participate." In the online application, you will be asked to explain how your proposal addresses this theme.

Summit Goals

Your session should align with at least one of the Summit goals:

GOAL #1: Understand the [CC community](#) and the new [CC Network](#) structure

- Who are we, and how do we grow and diversify our movement?
- The new CC Network structure.
- Participating in the CC community: collaborators, members and partners, country chapters, CC platforms and working groups.
- Who are we and who are we missing? Which countries? Are we as diverse and inclusive as we seek to be? Who else should we invite to the CC community and Network? What kinds of infrastructure / mechanisms should we build to be more welcoming?

GOAL #2: Leverage the power of the [CC Network](#) through inclusive and diverse participation: shared objectives, collaboration, and communication.

- What do we want to achieve, what will we do to achieve it, how will we do it, and with whom? How do we create safe spaces, in our incredibly diverse and growing community, for learning, adaptation, and growth? How can we support and celebrate the creation and sharing of knowledge by all people, and ensure it is technically and legally accessible for everyone?
- Shared objectives: what do we want to achieve together?
- Collaboration: discuss and plan for how the [CC community](#) will work together through platforms, working groups, and international cross-country chapter projects.
- Communication: providing skills, tools, insights, and access to people and organizations to enable participation and doing things together (communications, funding, common interests, etc.)

Tracks and Categories

The Summit will be organized by "Tracks" (topics) and "Categories" (session focus). Each session must be aligned with at least one track and one category, in addition to aligning with the Summit theme and goal(s).

TRACKS (Topics):**"CC Global Network"**

CC Network updates, how to join, fundraising, country chapters, governance, etc.

"Legal and Copyright Reform"

Future of CC licenses, copyright reform, trademark, traditional knowledge, etc.

"Open Education (OE) and Open Access (OA)"

OE and OA content, policies and practices; new business and procurement models, culture shifts, etc.

"Galleries, Libraries, Archives and Museums (GLAM)"

Case studies, policies and practices; how can CC and GLAM institutions work together; etc.

"User-Centered Commons"

Usability is both enhancing the experience of sharing and collaborating with CC's current toolset, and conceiving of new tools and features that unlock creativity and knowledge content.

"CC and New Technologies"

What existing and emerging technologies will change the Commons? What should we be investigating, testing, implementing to meet our goals?

"Future of the Commons"

What future do we want to build together? How can multiple open movements act collectively to solve shared goals? How do we stay committed to Open as new commercial players enter the space?

CATEGORIES (Session Focus):**"Collaboration, Communication, & Community"**

Working together; community; identifying shared goals and insights; expanding active networks; how to contribute and collaborate; how to work with partners; who is missing; working groups; affiliates; chapters; inclusivity in communications & collaboration; effective communications; effective collaboration.

"Skills & Training"

Sharing and learning tools, skills, hard-knowledge, technical know-how, guides, practical advice, intros/101s; level-up workshops. Also, communication tools workshops for members to learn, hands-on, how to create and maintain a CC country chapter website and improve long-distance collaboration and communication.

"Strategy, Policy, & Advocacy"

What does CC want to achieve; how will we get there; building on lessons learned; opportunities & challenges ahead. This includes "in the weeds" discussions; legal strategies; share technical & topical expertise; political contexts; campaigning & public messaging; specialized intel / insights; nitty gritty of how to achieve goals & advocate in specific regions / contexts.

"Governance & Infrastructure"

Chapter / group / affiliate management & governance; sustainable leadership & group structure; fundraising / funding; CC Global Network.

Funding for Presenters

While [scholarships](#) are one of the single largest investments we make in the summit — nearly 1/3 the cost of the event — CC has limited funds to offer compared to the size of the community and need for support. We prioritize participation of contributing community members, but recognize that some who wish to present will require subsidy. The [online Call for Proposals form](#) asks potential presenters to indicate if a) they have applied for a scholarship and b) if funding is a determining factor in their acceptance of a presentation opportunity.

We will be offering the first round of scholarships as planned in late January. However, we always offer a second round to applicants and will use that opportunity to co-ordinate against those who are being considered to present sessions. Session applicants don't have to apply separately for scholarships, but scholarship applicants get priority. In 2019, we will consider a separate subsidy pool for presenters.

***THIS SUBMISSION GUIDE
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PAGE***

All the questions you will be asked on the [online Call for Proposals form](#)

Personal Information for Presenters

Each proposal must be submitted by an individual. If your proposal is for a session involving more than one presenter (i.e., for a panel discussion) you must choose one presenter to be the primary presenter for the purposes of this submission. This will not affect how your session is listed if your proposal is successful. This is just to help us manage communication with submitters at this stage in the process.

IMPORTANT: If your proposal is accepted, all presenters will be required to register for the CC Summit prior to presenting. You may register online at: <https://summit.creativecommons.org>. (Note, you are not required to be registered to submit your proposal.)

- Name of primary presenter:
- Primary presenter organizational affiliation (if applicable):
- Primary presenter email:
- Relevant URL #1 (e.g., organization website, blog, social media, etc.)
You may include up to three links that are relevant to you, to an additional presenter, or to your proposal. Please note that if you are providing links, you must include a complete URL in these fields, including the "http://" prefix.
- Relevant URL #2 (e.g., organization website, blog, social media, etc.)
- Relevant URL #3 (e.g., organization website, blog, social media, etc.)
- Primary presenter world region: [pull down from list]
- Primary presenter country of residence: [pull down from list]

Additional Presenters

If your session involves additional presenters, you will be asked to provide information about them on subsequent screens. You may include information for up to four additional presenters. If your session involves more than five presenters in total, please include a list of names in the main description of your proposal later in this form.

- Does your presentation involve additional presenters? [Yes/No]

Second Presenter Personal Information

- Name of second presenter:
- Email of second presenter:
- Second presenter world region: [pull down from list]
- Second presenter country of residence: [pull down from list]
- Does your session involve additional presenters beyond this person? [Yes/No]

Third Presenter Personal Information

- Name of third presenter:
- Email of third presenter:
- Third presenter world region: [pull down from list]
- Third presenter country of residence: [pull down from list]
- Does your session involve additional presenters beyond this person? [Yes/No]

Fourth Presenter Personal Information

- Name of fourth presenter:
- Email of fourth presenter:
- Fourth presenter world region: [pull down from list]
- Fourth presenter country of residence: [pull down from list]
- Does your session involve additional presenters beyond this person? [Yes/No]

Fifth Presenter Personal Information

- Name of fifth presenter:
- Email of fifth presenter:
- Fifth presenter world region: [pull down from list]
- Fifth presenter country of residence: [pull down from list]

More than Five Presenters

If your session involves more than five presenters in total, please include a list of names in the main description of your proposal later in this form.

Presenting in English

The CC Summit in Toronto will largely be conducted in English. CC is a worldwide community, however, and we are committed to including as many voices as possible in the important discussions that will happen at the Summit. We can make no guarantee that specific translation services will be available, but we can do our best to accommodate requests from presenters based on the resources available to us.

- **Please indicate below your level of comfort with presenting in English:** [radio buttons]
 - I am comfortable presenting in English
 - I am able to present in English, but would prefer if simultaneous translation into English is available
 - I am unable to present in English, and can only deliver my session if simultaneous translation into English is available

Language of Choice

- **If you prefer (or require) simultaneous translation into English, please tell us your language of choice (maximum 50 characters)**

Proposal Details

Summit Goals, Tracks, and Categories

- **Which Summit Goal(s) does your session address?** (you may select more than one goal) [checkboxes]
 - Goal 1: Understand the CC community and the new CC Network structure.
 - Goal 2: Leveraging the power of the CC Network through inclusive and diverse participation: shared objectives, collaboration and communication.

- **Into which Track(s) does your session fit?** (you may select more than one track) [checkboxes]
 - CC Global Network
 - Legal and Copyright Reform
 - Open Education (OE) and Open Access (OA)
 - Galleries, Libraries, Archives and Museums (GLAM)
 - User-Centered Commons
 - CC and New Technologies
 - Future of the Commons

- **Which Category (or Categories) does your session address?** (you may select more than one category) [checkboxes]
 - Collaboration, Communication, & Community
 - Skills & Training
 - Strategy, Policy, & Advocacy
 - Governance & Infrastructure

Session Format and Logistics

Preference will be given to sessions that are interactive and engaging, and can be flexibly shifted into different formats as we shape Summit tracks. Note: due to time and space constraints, the Program Committee may offer some submitters a spot in the “Open Bazaar,” if we are unable to accommodate them in their intended format.

- **What is your intended session format?** [radio buttons]
 - Open Bazaar (30 min. roundtable discussion session)
 - Workshop or development of a prototype / project
 - Small group discussion / Working session
 - Interview / fireside chat
 - Panel (3 or more people)
 - Debate (2 or more people)
 - CC Network platform meeting
 - CC working group meeting
 - Music, art, installation, or experience
 - Spotlight Talk (TED talk format)
 - Other

- **How much time do you prefer for your session?** [radio buttons]
 - Less than 30 minutes
 - 30-45 minutes
 - 45-60 minutes
 - 60-90 minutes
 - 2-3 hours

- **How many people may participate at one time? Please note that we are expecting 500-600 participants at the Summit.** [radio buttons]
 - 10-30 people
 - 30-50 people
 - 50-100 people
 - 100 or more

- **Describe how you would adapt your session to accommodate more or fewer people than your ideal number of participants. (maximum 300 characters)**

- **Describe your audio/visual equipment needs. (maximum 300 characters)**

Title

- **Please propose a title for your session. We may change or edit it with you later. (maximum 120 characters)**

Abstract

- **Please provide a short description for your session that could be read as part of the summit program. (maximum 600 characters)**

Diversity

Preference will be given to sessions that incorporate voices from diverse backgrounds and/or different global communities.

- **How does your session accomplish this? (max 600 characters)**

Outcomes

We hope to fill the Summit program with sessions that lead to collective action - the more concrete, the better. For example, a session might intend the following outcomes: “Talk with our partner open communities (e.g., free software, open science, open hardware, civil rights, etc.) and other stakeholders that share our vision and values in order to understand how to better work with them.”

- **What outcome / actions are you hoping to achieve with your session? (maximum 600 characters)**

Full Description

- **Please provide a longer description with any and all information you would like us to know about your session, the topic, and what it will entail. (maximum 3000 characters)**
- **Would you be willing to combine your session with another presenter with a similar idea?**
[Yes/No]

Required Reading and Acknowledgments

International Travel Requirements

Creative Commons is committed to helping you have a successful journey to attend the Global Summit, but if you attend you will be responsible for obtaining any necessary visas or travel authorizations, as well as paying any associated costs.

Please review the information at <https://summit.creativecommons.org/traveling-to-canada>. It will help you determine what travel authorization you may need in order to come to Toronto. It will also link you to Government of Canada websites where you can learn about timelines, procedures, and costs for travel authorizations.

- **I have reviewed the information at <https://summit.creativecommons.org/traveling-to-canada>**
[radio button - mandatory]
- **I understand I am ultimately responsible for obtaining and paying for any necessary visas or travel authorizations that I may need.** [radio button - mandatory]

Session Licensing and Notes

Please review the terms of the CC BY 4.0 license at <https://creativecommons.org/licenses/by/4.0/>.

- **I understand my materials and recordings will be licensed and shared under the CC BY 4.0 license** [radio button - mandatory]
- **I understand an online document for taking session notes will be made available for my session. A scribe will be provided and the notes will be linked to my session on the Summit program.** [radio button - mandatory]

Code of Conduct

Please read the event Code of Conduct at https://wiki.creativecommons.org/images/a/a4/The_CC_Code_of_Conduct_%28GS%29.pdf. All attendees, speakers, sponsors and volunteers at our conference are expected to cooperate to help ensure a safe environment for everyone. Creative Commons reserves the right to deny registration or attendance at the Summit as set forth in our Code of Conduct.

- **I have read the Code of Conduct, and I agree to abide by it during the Global Summit.** [radio button - mandatory]

Privacy Policy

To complete this form, we are asking you to provide sensitive and personally identifiable information about yourself. You should know that we take our obligations to your privacy seriously. Please review our privacy policy at <https://creativecommons.org/privacy>

- **I have read the Creative Commons privacy policy.** [radio button - mandatory]

Just a Little More Information...

The questions in this section are optional. Any info you provide below will not be used as criteria for our program selection process. We are collecting this information for future improvements only.

- **Have you applied for a scholarship to attend the Summit?** [Yes/No]
- **If yes, is your ability to present completely dependent on the result of the scholarship?** [Yes/No]
- **How did you hear about the 2018 Global Summit? (maximum 120 characters)**
- **In what ways are you involved in Creative Commons or the open movement? Check all that apply.**
 - I am a member of a Creative Commons Chapter
 - I am an active contributor to the commons
 - I have participated in a Creative Commons project in my region or country
 - I have participated in an open culture project in my region or country through another organization (e.g., Wikimedia, Mozilla, etc.)
 - I am a member of another open culture organization (e.g., Wikimedia, Mozilla, etc.)
 - Other
- **How long have you been connected with the Creative Commons movement? Please select one only.**
 - I'm a longtime member/contributor
 - I've recently become involved with the community
 - I'm new, but interested in becoming an active contributor
 - Other
- **What topics are you interested in? Check all that apply.**
 - Activism
 - Arts
 - Business models
 - Community development
 - Copyright

- Culture
- Data
- Education
- Galleries Libraries Archives & Museums (GLAMs)
- Government
- Platforms
- Policy
- Legal
- Licensing
- Media
- Research
- Science
- Technology
- Other

Submit Your Proposal

To submit your proposal please CLICK THE “SUBMIT” BUTTON AT THE BOTTOM OF THIS SECTION.

Thank you again for your interest in being part of the 2018 Creative Commons Global Summit!

We will get back to you as soon as possible.