Request for Proposals (RFP)
Gilman International Scholarship Program
Gilman Critical and Emerging Technology Seminars

To: Two- and Four-Year Accredited U.S. Colleges and Universities
From: IIE - Institute of International Education, Inc.
Subject: Request for Proposals to Design and Host the Benjamin A. Gilman International Scholarship Program's Critical and Emerging Technology Seminars.

RFP Issue Date:	October 18, 2024
Live Webinar for RFP Walk-through and Questions: Webinar Registration.	October 23, 2023, 12:30 PM Eastern Time
Written Questions Due Date & Time:	October 25, 2024, 11:59 p.m. Pacific Time
RFP Question Responses & Recorded Q&A Webinar Posted:	October 30, 2024
RFP Due Date & Time:	January 31, 2025, 11:59 p.m. Pacific Time
Anticipated Selection Notification:	February 12, 2025
Performance Period for Each Opportunity:	Virtual Seminars – between February 17, 2025, and April 30, 2025 In-Person Seminar – between May 1, 2025, and August 31, 2025

Enclosed is a Request for Proposals (RFP). At the direction of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA), IIE invites accredited U.S. higher education institutions ("Offerors") to submit a best-value proposal to design and host two elements of the Benjamin A. Gilman International Scholarship (Gilman) Program's hybrid seminar series entitled "Foreign Policy in Focus: Critical and Emerging Technology Seminars" (herein referred to as the "Gilman Critical and Emerging Technology Seminars"). There are two components to this RFP – 1) one in-person three-day seminar for 25-30 Gilman alumni and 2) a virtual seminar series (four one-hour webinars) for Gilman alumni and a wider audience of students, faculty and administrators at U.S. higher education institutions on the topic of critical and emerging technology.

Offerors should read this RFP in its entirety (including attachments), paying specific attention to the instructions and requirements included here. Issuance of this solicitation does not, in any way, obligate IIE to award a contract, nor will IIE pay for any costs incurred in the preparation and submission of a proposal. IIE anticipates selecting **one institution** to design and host both elements of the Gilman Critical and Emerging Technology Seminars: 1) an in-person seminar and 2) a virtual seminar series (four one-hour webinars), with a maximum budget of **$60,000 total.** Budgets are designed to cover outlined costs and other aspects described in the RFP. The U.S. government-funded Contractor agreement resulting from this RFP will be provided to the most responsive Offeror(s) whose offer will be the most advantageous to IIE in terms of cost, functionality, and other factors as specified in this RFP.

The required services are described in more detail in "**Section 1: Background and Purpose**" and "**Attachment A: Statement of Work**". IIE encourages your institution to indicate its interest in this RFP by submitting a proposal according to the instructions in "**Section 3: Proposal Preparation Instruction.**" Proposals will be evaluated based on the "**Section 5: Evaluation Criteria**." All proposals are due by the date and time stated above. Late proposals will not be evaluated.

Questions: Any questions are to be submitted in writing to the email address listed below, no later than October 25, 2024 11:59 p.m. (Pacific Time). IIE is unable to respond to questions if they are received by means other than the specified email address. Answers to questions IIE deems relevant to this RFP will be published on October 30, 2024 on IIE's website under Subawards and Procurement (https://www.iie.org/Work-With-Us/Subawards-Procurements).

Contact for questions:
Ace Relingado, Lead, Alumni Engagement & Events, Gilman International Scholarship Program, IIE
Subject: Gilman Program's Critical and Emerging Technology Seminars
Email: gilmanevents@iie.org

Proposal Submission: Proposals, including any attachments (limited to 6MB) such as the institution's audited indirect cost rate agreement (NICRA) and the cost proposal budget in Excel format, must be sent electronically to gilmanevents@iie.org. Please include in the subject line "Proposal – Gilman Foreign Policy in Focus: Critical and Emerging Technology Seminar".

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SECTION 1: BACKGROUND AND PURPOSE

The Benjamin A. Gilman International Scholarship Program (Gilman Program) is a program of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) and supported in its implementation through a cooperative agreement with the Institute of International Education (IIE). The Gilman Program provides funding for outstanding U.S. undergraduate students with high financial need (Pell Grant recipients) to study or intern abroad. The Gilman Critical and Emerging Technology In-Person Seminar is an opportunity made available to between 25 and 30 competitively selected alumni from the community of over 44,000+ alumni of the Gilman Program and the virtual seminars will be open to all Gilman alumni, as well as all U.S. college and university students, faculty and staff. These seminars are anticipated to engage a diverse group of Americans from across the United States. Gilman alumni have a legacy of impacting their home communities across the United States, as well as their host communities overseas, including on U.S. foreign policy priorities, such as critical and emerging technology.

PURPOSE OF REQUEST FOR PROPOSALS (RFP)

The purpose of this RFP is to invite accredited U.S. higher education institutions located in the United States to submit a proposal to implement the Gilman Critical and Emerging Technology Seminars, which are sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs as part of its Gilman Program. The U.S. Department of State conceptualized and sponsored this initiative to increase awareness among Gilman alumni and the broader U.S. higher education community on the role of critical and emerging technology as one of our key foreign policy priorities. The in-person Gilman Critical and Emerging Technology Seminar is part of a larger effort by the U.S. Department of State to offer professional development opportunities for, and build networks of, American exchange alumni focused on strategic areas of importance to U.S. national security.

HYBRID SEMINAR DESIGN

The hybrid Gilman Critical and Emerging Technology Seminar series is designed to increase awareness and action on a foreign policy priority for the United States. This two-part initiative blends high-level, virtual education for a wide audience of Gilman alumni and U.S. college students, faculty and administrators, with on the ground, experiential learning for 25-30 Gilman Program alumni working in or pursuing studies in fields related to critical and emerging technology. Below are additional details on the requirements of each programmatic element.

Virtual Seminar: Design and host four virtual Gilman Critical and Emerging Technology Seminars. These four 60-minute virtual events should take place between mid-February and end of April 2025 and will serve as an introduction to critical and emerging technology and their impact on U.S. foreign policy. The individual seminars should address the policy implications of specific technologies or industries and provide information on how the international community is collaborating and competing on areas such as artificial intelligence, machine learning, robotics, biotechnology, quantum computing, 5G and next-generation telecommunications, space technologies, clean energy, battery technology, and semiconductors. The virtual seminars will be available to the U.S. higher education community with the target population being American undergraduate students and will serve as a pre-requisite for Gilman alumni selected to participate in the in-person seminar on critical and emerging technology. The goal of this interdisciplinary, interactive series is to enhance participants' understanding of critical and emerging technology through a foreign policy lens, including the social, political, and economic impacts of these innovations.

In-Person Seminar: Design and host a three-day seminar for alumni of the Gilman Program focused on a sub-theme or area of focus within the overarching topic of critical and emerging technology. Examples of sub-topics or areas of focus may include, but are not limited to including artificial intelligence, machine learning, robotics, biotechnology, quantum computing, 5G and next-generation telecommunications, space technologies, clean energy, battery technology, and semiconductors. The seminar should take place on a mutually-agreed-upon Wednesday, Thursday, Friday and Saturday between May 1 and August 31, 2025. The seminar will host 25 to 30 Gilman alumni, currently working in or aspiring to work in fields related to critical and emerging technology, as well staff members from ECA and IIE. Seminar participants will arrive Tuesday and depart Saturday morning. Seminar participants should engage with U.S. leaders in the public, private, and non-profit sectors, build on their international experiences as Gilman scholars, contribute knowledge/best practices from their current work or studies in various fields related to critical and emerging technology and develop and expand their professional networks.

The responsibilities and expectations are outlined in Attachment A.

Benefits of hosting a hybrid Gilman seminar:
- Demonstrate the institution's leadership in a topical area of national importance;
- Provide professional development and knowledge to a group of talented, diverse, and globally engaged Americans;
- Engage directly with the U.S. Department of State and IIE; and
- Receive recognition as a host and program partner in Gilman promotional materials, press releases, website, and social media.

Background on the Institute of International Education (IIE)

IIE supports the U.S. Department of State in its implementation of the Gilman Program. IIE is a New York not-for-profit corporation that is among the world's largest and most experienced international education and training organizations. Founded in 1919, IIE promotes educational exchange around the world through a wealth of programs and services including Fellowship and Scholarship Management, Higher Education Institutional Development, Emergency Student and Scholar Assistance, and Leadership Development. For over 100 years, IIE has promoted educational exchange around the world. IIE currently implements more than 200 programs benefiting 40,000 participants from 183 countries. Foremost among these programs is the world-renowned Fulbright Program, which IIE has had the honor to administer on behalf of the U.S.

Department of State since the program's inception in 1946. IIE has supported the implementation of the Gilman Program since the program's inception in 2001.

SECTION 2: RFP CONDITIONS

IIE reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

Nothing in this RFP is or should be relied on by the Offeror as a promise or representation by IIE. IIE does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Each Offeror shall keep the RFP and its contents confidential and shall return the RFP (without keeping copies) to IIE if the Offeror elects not to submit a proposal, or upon being requested to do so by IIE.

Any information or materials submitted in response to this RFP and/or as a proposal (whether successful or unsuccessful) shall become the property of IIE and will not be returned. In submitting a proposal, you must agree that your offer shall remain firm for a period of no less than 120 days from the RFP closing date. Failure to follow the specifications and requirements provided in this RFP may result in disqualification.

The successful Offeror will be obligated to enter into an agreement containing the same or substantially similar terms and conditions found at: https://www.iie.org/en/Work-With-Us/Subawards-Procurements/Solicitations-for-Goods-and-Services. The terms and conditions may be changed, added to, deleted, or modified by IIE prior to awarding the agreement. Other terms and conditions may be negotiated between IIE and the successful Offeror, at IIE's discretion. State Universities and Agencies should not expect or ask IIE to modify its Terms and Conditions to incorporate any State Regulations or Statutes.

SECTION 3: PROPOSAL PREPARATION INSTRUCTIONS

Proposals should be comprehensive and include the information below. Offerors are also invited to send any additional information or supplemental material they believe will aid IIE in properly evaluating their service offerings. Please respond to each of the elements requested and frame your answers in direct response to the information being sought.

Include only your own work and no text copied from sources outside of your institution unless those sources are adequately cited and credited. In order to be qualified for this RFP, all Offerors must provide the following information, and format their proposal as follows:

1. **Letter of Transmittal** (one page)

This letter will summarize, in a brief and concise manner, the Offeror's understanding of the scope of services and make a positive commitment to perform the work in a timely manner. The letter should name all persons authorized to represent the institution, including their title, telephone number(s), and email address(es). The Letter of Transmittal shall be signed by a representative who is authorized to contractually bind the institution and shall include the agent's title or authority. The letter should not exceed one page in length.

2. **Narrative Proposal** (up to 15 pages)

Narrative proposals are expected to be comprehensive and must respond to each of the elements set

forth in Attachment A: Statement of Work.

The Narrative Proposal must include responses to the following:
   A. Indicate why your institution is interested in designing and hosting the Gilman Critical and Emerging Technology hybrid seminar series.
   B. Provide a brief description of staff and capacity, specifically the individuals who will serve as the logistics point of contact, the content point of contact, and support staff for the Gilman Critical and Emerging Technology hybrid seminar series including an overview of the expertise of the individuals, particularly in relevant projects previously implemented. Please indicate each individual's name, current role, relevant past roles, and explanation of their qualifications as they relate to the Gilman Critical and Emerging Technology hybrid seminars and expertise in managing events. Also state if any of the individuals will also serve as a facilitator during the seminar(s) or specific seminar sessions.
   C. Indicate the institution's expertise on content areas of emerging technology and guiding diverse students to pursue careers in industries related to the specified topics. Include unique strengths or experiences.
   D. Provide a description of the unique strengths, experiences, best practices, and/or resources the institution, facilitator(s), speakers, and panelists will bring to the Gilman Critical and Emerging Technology seminar that are relevant to the event's specified topic.
   E. Provide a brief description of the proposed speakers, including a general overview of the expertise of the individuals. Please indicate each individual's name, current role, relevant past roles, and explanation of their qualifications as they relate to the topic. The list of proposed speakers can be a mix of faculty members, subject matter experts, state or federal government officials, representatives from the nonprofit and/or private sectors, and policy experts. Competitive applications will propose diverse speakers with varied backgrounds. Speakers do not need to be confirmed at the time of the proposal.

FOR VIRTUAL SEMINARS
   A. Outline the logistical arrangements for the Gilman Critical and Emerging Technology Virtual Seminars, including the proposed virtual platform and recording mechanism to record and edit the seminar recordings. Note that the platform and recordings must be in compliance with applicable laws and regulations regarding access for individuals with disabilities. Seminar recordings will be posted on the Gilman Program's YouTube channel and website.
   B. Provide a brief description of the program design which includes:
      a. Overall approach to the Gilman Critical and Emerging Technology Virtual Seminars content and delivery.
      b. Descriptions for each Gilman Critical and Emerging Technology Virtual Seminar (total of four seminars), including:
      c. Proposed date, time, facilitator, speaker, theme and description of what will be covered during the seminar.
      d. Relevance to the specified topics of critical and emerging technology and its contribution to the indicated series objectives.
      e. How it will be interactive and engage participants.
   C. Provide a description of ideas and innovative approaches to content delivery and/or suggestions for interactive activities not outlined in this RFP are encouraged and must be expressly noted in the form of a draft agenda.
   D. Provide a description of ideas on promoting the series to a wide audience.

FOR IN-PERSON SEMINAR
   A. Provide a description of relevant partnerships and relationships and how they may be involved in the scope or content of the Gilman Critical and Emerging Technology Seminar, if applicable.
   B. Provide a brief statement on the preferred month(s) and date(s) for the proposed Gilman Critical and Emerging Technology Seminar between May 1, 2025 – August 31, 2025.

C. Provide a description of the program design which includes:
   a. Overall approach to the seminar content and delivery.
   b. The theme or subtheme(s) (within the overarching theme of emerging technology)
   c. A description of at least three industry site visits and their contributions to the seminar objectives, and the seminar location's relevance as a knowledge hub for the topic proposed. The industry site visits must include substantial activities and interactions focused on developing participants' career skills, industry knowledge, and/or leadership abilities. Industry site visits that are merely tours will not be allowed.
   d. A description of an opening dinner and networking opportunity for participants on Wednesday night. Speakers, staff from the industry site visit locations, and other local industry leaders should be invited as appropriate.
   e. A description of a dinner and cultural activity planned for participants on Friday night. This more informal event should encourage further relationship building among participants.

Please note the venue space, facilitator(s), speakers, and panelists do not have to be retained at this time and can be confirmed if and when the contract is awarded. The institutional staff (e.g., Logistics Point of Contact, Content Point of Contact, and support staff for the seminar) must be confirmed at the time of proposal submission. Proposed facilitators, speakers, and panelists should also understand and agree to presenting in a non-political manner and should also highlight diversity.

3. Curriculum Vitae or Resume of Institutional Staff
Please provide the Curriculum Vitae or Resume for the institutional staff (e.g., Logistics Point of Contact, Content Point of Contact, and support staff).

4. Seminar Agenda and Session Descriptions
An agenda with session descriptions and proposed speakers/panelists must be included in the proposal. (Please see Sample Agenda in Attachment A.) Each session description should address the following:
   • Relevance to the specified topic within the theme of Critical and Emerging Technology and connection to the varied themes.
   • How the session will be tailored to participants as diverse alumni of the Gilman Program and contribute to their understanding of the specified topic, develop their leadership skills, and/or or prepare them to further their careers in industries related to the topic.
   • Anticipated learning outcomes.
   • A description of how each session will be interactive and engage participants. Lecture only style sessions are highly discouraged.

5. Logistical Arrangements
Proposals must outline the logistical arrangements for the in-person seminar, including proposed venue and meeting space options, plans for catering (refreshments and meals), parking availability, ground transportation options, and hotel accommodations. Proposals must also include a description of the physical spaces to be used.
   • The recipient host institution must provide services to people with disabilities in accordance with applicable laws and regulations. All meeting spaces and venues for the seminar must be compliant. Offerors are strongly encouraged to adhere to the advancement of this principle in the implementation of all seminar elements.

IIE will arrange air travel for participants, but Offerors are asked to describe ease of access to and from airport(s) and train(s) for participants and list all relevant airports and distances from the campus/seminar location and hotel in their proposal.

6. Cost Proposal
Proposals must include a detailed cost proposal using the Excel budget template (RFP – Gilman Critical and Emerging Technology Seminars Template). The template includes instructions and descriptions of cost types.

Offerors may include additional cost items that the Offeror wishes to propose; however, all efforts should be made to keep costs as low as possible.

- Cost sharing is encouraged, but not required. Some common areas of cost sharing include any combination of waived staff salaries, discounted costs, honoraria, room rental fees, ground transportation, and parking. Cost sharing may be contributed by the recipient host institution or by other organizations or institutions. Volunteer hours contributed are also a form of cost sharing and a valuable resource. Please include an estimate of the number of volunteer hours that will be donated for the activity in the budget narrative. The recipient host institution will be expected (to the best of their ability) to track volunteer hours and include them in their final report.
- Please see 2 CFR 200.306 for guidance on determining the value of cost sharing and matching: https://bit.ly/33RFbMv
- An organization or institution with an audited indirect cost rate agreement (NICRA) negotiated with a cognizant federal government agency must include a copy of the cost-rate agreement with the proposal. Offerors must also indicate in the budget how the rate is applied.

SECTION 4: TERMS OF PAYMENT

Payment terms for the award shall be approximately net thirty (30) days after satisfactory completion of each deliverable or milestone agreed upon and established in the resulting agreement. Payment shall be made by the Institute of International Education ("IIE") via check or electronic funds transfer/bank wire. The final payment terms in the contract will control, not this RFP. No advance payments will be provided.

SECTION 5: EVALUATION CRITERIA

Item	Requirement	Points Available
Past Performance, Experience, and Organizational Capacity	Assessment of the Offeror's demonstrated experience implementing a similar scope of work. Assessment of the Offeror's staffing plan for this activity including expertise of the institutional staff and the expertise and diversity of the proposed facilitators, speakers, and panelists.	15
Program Design	Assessment of the Offeror's capacity to complete the scope of work. Assessment of proposed approach to completing the scope of work, including learning objectives, proposed session topics, interactive strategies, and for the in-person seminar, proposed agenda, seminar activities, industry site visits, and opportunities for networking.	35
Implementation and Logistics	Assessment of logical program development, as evidenced in the proposed agenda, with realistic pace and varied session format and use of available resources. Assessment of proposed virtual platform and recording mechanism (virtual seminars) and ground transportation and hotel accommodations, in addition to proposed venue space, A/V, catering, and parking (in-person seminars)	35
Cost Proposal	Assessment of the overall cost-effectiveness of the proposal, including cost-share and/or in-kind contributions to the Gilman Critical and Emerging Technology Seminars. IIE's review of the cost proposal shall determine if the overall costs proposed are appropriate, reasonable, and allowable for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror's proposal.	15
	Total	100

An Evaluation Committee will evaluate each proposal in accordance with the evaluation criteria listed above. The Evaluation Committee may request some or all applicants to provide additional information to clarify

aspects of their proposal, either in writing or during post-tender interviews. Final selection of the recipient host institution will be determined in consultation with the U.S. Department of State.

SECTION 6: COST PROPOSAL/BUDGET TEMPLATE

Please submit a detailed budget and budget narrative in the Excel budget template accompanying this RFP. The budget submission must be in Excel. Guidelines for completing this budget and budget categories are indicated in the budget template. IIE's review of the cost proposal will determine if the overall costs proposed are appropriate, reasonable, and allowable for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror's proposal.

ATTACHMENT A: STATEMENT OF WORK

The scope and content of the proposed hybrid Gilman Critical and Emerging Technology Seminars should include varied themes and areas of focus including artificial intelligence, machine learning, robotics, biotechnology, quantum computing, 5G and next-generation telecommunications, space technologies, clean energy, battery technology, and semiconductors based on the Offeror's areas of expertise. Offerors are encouraged to detail the creative and innovative ways in which they will demonstrate and integrate themes into the seminar's content. The themes can be woven throughout the seminar's content or touched upon in specific sessions.

HYBRID SERIES

The hybrid Gilman Critical and Emerging Technology Seminar series is designed to increase awareness and action on an important foreign policy priority of the United States, as well as countries around the world. This two-part initiative blends high-level, virtual education for a wide audience of Gilman alumni and U.S. college students, faculty and administrators, with on the ground, experiential learning for 25 to 30 Gilman Program alumni working in or pursuing studies in fields related to critical and emerging technology. Below are additional details on the requirements of each programmatic element.

Virtual Seminars

Conceptualize, design and implement the Gilman Critical and Emerging Technology Virtual Seminars which will be primarily for scholars and alumni of the Gilman Program, but also open to students, faculty and administrators at all U.S. colleges and universities. The recipient institution will create this virtual seminar series, including identifying themes, recruiting expert speakers, collaborating with IIE to promote the event, and manage all logistics, including the virtual platform and any necessary participant instructions. The recipient institution will participate in bi-weekly Zoom meetings with the Gilman Program staff leading up to the seminar to discuss logistics, questions, and deliverables.

The Objectives of the Gilman Critical and Emerging Technology Virtual Seminars are:
- Enhance participants' understanding of critical and emerging technology through a foreign policy lens, including the social, political and economic impacts. The seminar series should also address the ways in which participants can contribute to implementing these opportunities and solving related challenges.
- Connect and provide foundational information for U.S. college and university students interested in critical and emerging technology to create a community of informed change makers.

Participants

Current Gilman scholars and alumni, and U.S. colleges students, faculty, and administrators of diverse backgrounds. The participants may or may not have had prior exposure to critical and emerging technology and will represent a variety of ages, backgrounds, and career experience levels, in addition to locations across the United States.

Design and Facilitation

- The Gilman Critical and Emerging Technology Virtual Seminars should be participatory, with energetic and interactive activities during all seminars to encourage participation and engagement. Examples of interactivity include break-out room discussions, polls, short quizzes, case studies, video/audio clips, or Q&A with the speaker.
- The seminar series will present interdisciplinary approaches to critical and emerging technology, addressing the objectives outlined above. Content should be non-political and support diversity.
- The series will consist of four sixty-minute virtual seminars, taking place between February 17 and April 30, 2025. They should be offered either weekly or biweekly.
- Each seminar must offer closed captioning and be recorded, with edits as needed, and made available to IIE within one week of each seminar.
- The series will virtually host up to 500 participants. All seminars should start no earlier than 11:00 a.m. Eastern Time to accommodate participants from the West Coast and, when possible, be offered at the same day and time each week.
- A Content Point of Contact and a Logistics Point of Contact from the recipient institution will liaise with the Gilman Program on the development, implementation, and follow up of the seminar, as well as lead and facilitate the Gilman Critical and Emerging Technology Virtual Seminars.
- The seminars should be a foundational introduction to Critical and Emerging Technology to allow participants to get a clear picture of the core themes, impacts, challenges and opportunities. Participants should not need a background in technology in order to participate. The first seminar will also include a speaker from the U.S. Department of State, which the Gilman Program will assist in securing. The second, third and fourth seminars can be focused on a particular industry or technology.
- The last seminar should highlight key take-aways and include time for participants to share, process, and discuss action items and next steps.
- The proposed speakers should be a mix of faculty members, technical experts, policy experts, and activists. Given the interdisciplinary focus of the seminar series, they should come from a variety of industries, government agencies (international, federal, state or municipal), think tanks, non-profits, civil society organizations, and other relevant fields. All speakers will be approved by ECA and IIE.

Offerors should propose an agenda that flows logically where all seminars contribute to the objectives outlined in this RFP and are relevant to critical and emerging technology issues. The proposed speakers should keep in mind participants' range of backgrounds and experiences when developing content and leading their seminar.

Supplementary Materials and Additional Recipient Institution Responsibilities

- The recipient institution will create a digital toolkit that will supplement and expand on the topics covered in the seminars. The digital toolkit will be made available to all participants, along with video recordings of the individual seminars. The digital toolkit can include articles, podcasts, videos, book titles, websites, journals, interactive maps, and any material that will provide a foundation on the topics and/or further participants' knowledge and understanding of critical and emerging Technology. The digital toolkit may also provide information on careers paths for interested participants to pursue related to critical and emerging technology.
- The recipient institution will submit a finalized overview to IIE at least one week prior to each Gilman Critical and Emerging Technology Virtual Seminar. The PowerPoint and any handouts must clearly include U.S. Department of State and Gilman Program branding and follow the Branding Guidelines. (IIE will provide the PowerPoint template, Branding Guidelines and post the handouts and recommendations on the Gilman website as applicable.)
- The recipient institution will be responsible for preparing the registration links for each seminar, providing registration numbers and list leading up to each seminar and attendee numbers after.
- The recipient institution will prepare a survey in close coordination with IIE and ECA, before sending to all attendees after each seminar. An evaluation report will be due from the recipient institution

within 7 business days after the series.

In-Person Seminar

Conceptualize, design and host a three-day Gilman Critical and Emerging Technology Seminar for 25 to 30 alumni of the Gilman Program. The seminar can be focused on a more specific type of technology in a specific industry or field. The recipient institution will create the seminar agenda, a seminar workbook, and session content that aligns with the topic of critical and emerging technology. The host institution will also provide the seminar venue, catering, ground transportation, hotel accommodations, logistical support, any necessary participant instructions, and implementation of the seminar overall and of specific sessions and activities as the host. The host institution will participate in biweekly Teams meetings with the Gilman Program staff leading up to the seminar to discuss logistics, questions, and deliverables.

The Objectives of the Gilman Critical and Emerging Technology In-Person Seminar is:
- Advance Gilman alumni understanding of a topic in the overarching theme of emerging technology and the domestic importance of the topic;
- Educate alumni about the ways they can contribute to the identified topic;
- Position alumni to engage in careers and opportunities that address the identified topic in both broad and specific ways;
- Strengthen alumni leadership skills and provide specific, lifelong tools for their success;
- Provide practical guidance on how alumni can gain employment or strengthen their existing career and professional trajectory in areas related to the identified topic;
- Strengthen the identity of the alumni community as future leaders in the topical area by connecting Gilman alumni to current public- and private-sector professionals in substantive ways; and
- Increase alumni exposure to other educational and career opportunities available to them.

Participants

Participants will be 25 to 30 Gilman alumni whose career interests align with the identified topic for the seminar. Participants will represent a variety of ages, backgrounds, and career experience levels, but the seminar is intended for alumni who have already gained employment in an industry related to the seminar topic or are looking to develop the skills and expertise needed to become future leaders in the field. Participants may be local to the recipient institution city/state or from other locations across the United States. The Gilman Program will manage the participant application and selection process.

Design and Facilitation

- The Gilman Critical and Emerging Technology Seminar should be participatory, with energetic and interactive activities to encourage participation and engagement. Offerors are encouraged to build breakout sessions into the agenda to allow for deeper exploration of the specified topic and varied themes, which should feature speakers/panelists who have specialties in an area within the specified topic. Offerors are also encouraged to include a mix of speakers, panels, and roundtable discussions into the schedule. Physical movement is also important to avoid participant fatigue, in addition to short breaks throughout each day.
- The Seminar will present interdisciplinary approaches to the topic addressing the objectives outlined above. Content should be non-political and support diversity.
- The Seminar will host approximately 30-35 participants (25 to 30 Gilman alumni plus IIE/ECA staff).
- The Seminar, including catering, should be managed in the most environmentally friendly way possible.
- A Content Point of Contact and a Logistics Point of Contact from the recipient institution will liaise with the Gilman Program on the development, implementation, and follow up of the seminar, as well as lead and facilitate the Seminar. (Offerors may identify one person to conduct both roles, should they wish.) Offerors should also identify 1-2 staff members to support the Logistics Point of Contact for the duration of the seminar.
- The seminar will be three-days, on a Wednesday, Thursday, and Friday, with participants arriving on

Tuesday and departing Saturday morning, taking place between May and August 2025. An informal opportunity for participants to meet and get to know each other on Tuesday evening is recommended.

- Each seminar day should be approximately eight hours in length, commencing at 9:00 a.m. and concluding at 5:00 p.m., followed by dinner and more informal networking and cultural activities in the evenings.
- The seminar should also include at least three industry site visits designed to provide an in-depth and practical understanding of the seminar topic. This component of the program should deepen the seminar participants' understanding of the topic and potential related careers and have defined learning outcomes. The diversity of speakers at the industry site visits is also important to participants' experiences. Offers are highly encouraged to integrate local experts and industry leaders into the wider agenda and seminar sessions beyond the industry site visits.
- Gilman Program staff will distribute digital resources to Gilman alumni via approved channels.
- Ample time must be allowed for participants to share their knowledge and experiences with each other and engage with speakers and panelists. Additionally, adequate time should be allocated for participants to reflect on and document knowledge gained throughout the seminar. Tangible takeaways should be built into every portion of the seminar. Creative, structured networking activities during breaks, lunch, and/or dinner are important to help alumni connect with one another.
- Provide reasonable, disability-related accommodations for participants, as needed. IIE will notify the recipient host institution of any requested accommodations when received by registrants.
- Provide a space for participants to meet each other informally on Tuesday night. Recommend holding an icebreaker activity for the group.
- Plan an opening dinner on Wednesday night and invite industry site visit staff and local industry leaders.
- Book and arrange a group cultural activity on Friday night for participants, program staff, and institutional staff, ideally related to the topic of critical and emerging technology.
- Secure a photographer to take photos throughout the seminar. Photos must be shared with IIE during the seminar for social media purposes and within two business days of the close of the seminar.
- Design and print a high-quality seminar workbook for participants. U.S. Department of State and Gilman Program branding must be included and follow the Branding Guidelines. Branding Guidelines will be provided to the recipient host institution. A digital draft of the workbook must be provided to IIE for review fourteen days prior to the seminar and edits provided must be incorporated into the final version unless discussed prior with IIE. A digital version of the finalized workbook and any additional materials not included in the workbook must be provided to IIE within five business days of the seminar and IIE will share these with the seminar participants. The workbook must include the following items:
  - Seminar agenda;
  - Bios of all institutional staff (e.g., Logistics Point of Contact, Content Point of Contact, and support staff for the seminar), program staff (ECA and IIE), facilitators, speakers, and panelists;
  - Participant list with contact information;
  - Seminar venue map and campus map (as relevant) ;
  - Emergency contact information;
  - All PowerPoint Presentation slides, handouts, and interactive materials (with U.S Department of State and Gilman Program branding);
  - Pages for documenting key takeaways and reflections; and
  - A career toolkit with suggested reading materials and/or resources (i.e., articles, podcasts, videos, book titles, websites, journals, interactive maps) that will advance participants' knowledge and understanding of the specified topic and varied themes.
- Provide logistical information (i.e., campus map, venue information and map, parking instructions and vouchers) to IIE and all facilitators, speakers, and panelists at least three weeks

in advance of seminar. (IIE will share applicable logistical information with participants.)

- Publish an event press release with campus and local media, and post on social media to promote the seminar. (The Gilman Program will provide a press release and a social media toolkit for the recipient host institution.)
- Prepare and submit a two-page report that discusses lessons learned in the development and execution of the seminar, positive outcomes, and suggestions (i.e., the planning process, communication with IIE and ECA, content) for future seminars. (A report template will be provided to the recipient host institution.) This report should pertain to both the virtual series and the in-person seminar.
- Prepare and submit an invoice and a certified final financial report (with actuals) to IIE after completion of the Gilman Critical and Emerging Technology Seminars (both virtual and in-person) in accordance with the budget in the signed Agreement for payment within 60 calendar days after all activities have concluded. Any honoraria paid to facilitators or speakers shall be done by the recipient host institution directly in accordance with the cost proposal.

Logistical Requirements

Catering

- Order an appropriate menu selection for up to 35 participants (including Gilman alumni and staff):
  - Wednesday: breakfast, lunch, and opening dinner. Wednesday's opening dinner should also include industry site visit staff and local industry leaders, if possible.
  - Thursday: breakfast, lunch and dinner. Thursday's dinner can be less formal, with a group cultural activity afterward.
  - Friday: breakfast, lunch, and closing dinner.
  - Wednesday, Thursday and Friday: Coffee/tea service for a break in the mornings or afternoons
- Catering should provide a range of options, accommodating dietary restrictions (to be provided by IIE).
- All food must be clearly labeled to indicate dietary needs and potential allergens.
- Catering should be as environmentally friendly as possible and support a wide array of dietary needs.

Hotel Accommodations

- The nightly rate per hotel room (excluding taxes) cannot exceed the GSA rate for the state and county where the seminar will be held: https://www.gsa.gov/travel/plan-book/per- diem-rates
- The host institution will book single occupancy rooms for participants and program staff, but only rooms for 25 to 30 participants should be included in the budget. IIE and ECA staff will pay for their rooms upon arrival.

Ground Transportation

- Secure ground transportation for the following: participant travel to and from campus/seminar location on content days; and participant and staff travel to and from industry site visits, dinner(s), and the cultural activity.

Seminar Event Space

- Secure a plenary room that accommodates up to 35 individuals at round tables (to facilitate discussion and interaction throughout the seminar) for Wednesday, Thursday and Friday.
  - Ensure the space has capacity to set up a catering buffet in the plenary room space or in a nearby location.
  - Ensure the space is accessible to allow sufficient time for set up and tear down.
  - Ensure the space has free Wi-Fi. If a username and password are required to access the Wi-Fi, this information should be shared with IIE in advance of the seminar.
- Secure two breakout rooms (as applicable) that accommodate 15 individuals at round tables (to facilitate discussion and interaction during the breakouts).
- Secure an event space that accommodates 35-45 individuals (25 to 30 participants, two program staff, and institutional staff (e.g., Logistics Point of Contact, Content Point of Contact, and support staff for the seminar) plus the proposed facilitator(s), speakers, panelists, industry site visit staff,

and local industry leaders) and has room for catering and networking for the Wednesday opening dinner.

- Ensure A/V capabilities, including a projector, screen, and microphones in all reserved spaces, as needed. If the seminar includes a panel of speakers, each panelist should have access to a microphone. If possible, an additional microphone should be available for the audience to ask questions.
- Create and print event signage for the check-in table at the hotel and all seminar spaces. Signs should be at least 24" x 36". U.S. Department of State and Gilman Program branding must be included and follow the Branding Guidelines. (Branding Guidelines will be provided to the selected host institution.)
- Print a sign-in sheet for the check-in table at the hotel and all handouts and materials as needed by participants, program staff, facilitators, or speakers.

Parking
- Secure parking spaces in close vicinity to the seminar location.
- Provide parking vouchers for program staff (if applicable) and any facilitator(s), speakers, or panelists not associated with the institution (in the event there is a cost associated with parking).

Name Tags
- Must be provided for all seminar attendees, including participants, program staff and institutional staff facilitator(s).
- Should be high-quality and on a lanyard or use either magnetic backings or clip.
- Print 10 extra (blank) name tags.

Below is a sample agenda from a prior seminar which bidders may wish to draw from.

Tuesday
AM/PM   Participant arrivals and check in, informal meet and greet/ice-breaker

Wednesday
AM   Seminar Check-in
AM   Breakfast
AM   Welcome, Introductions of Staff , Seminar Overview, and Opening Remarks)
AM   Seminar Session #1
AM   Coffee/Tea Break
AM   Seminar Session #2
PM   Lunch
PM   Industry Site Visit 1
PM   Networking Dinner
PM   Return to hotel

Thursday
AM   Breakfast at hotel
AM   Commute to Industry Site Visit 2 location
AM   Industry Site Visit 2
PM   Lunch
PM   Seminar Session #3
PM   Coffee/Tea Break
PM   Seminar Session #4
PM   Dinner
PM   Cultural Activity
PM   Commute to hotel

Friday

AM   Breakfast at hotel
AM   Commute to Industry Site Visit 3 location
AM   Industry Site Visit 3
PM   Lunch
PM   Seminar Wrap-up
PM   Dinner and Closing Remarks
PM   Commute to hotel

Saturday
AM-PM   Participant departures

Thank you for your interest in designing and hosting this seminar. We value our partnerships with U.S. higher education institutions. Please feel free to contact us with any questions. Questions should be directed to the email address provided, using the guidelines provided within this document.