**Proposal Template:**

Host an interactive Session

Meeting Point 2025

| **Key information**   * The deadline for applications is **(30th May 2025, 23:59 ICT)** * Proposals should be submitted by email to meetingpoint@mekongculturalhub.org * An online Q&A session is open to join on 6th May 2025, 5:00-6:00 PM ICT by registering at following link:   ([ZOOM Registration LINK](https://us02web.zoom.us/meeting/register/jCQxIqqeQEiLsbEkqOI7kw))   * Proposals should be submitted in English, but please note that spelling, grammar or style will not be part of the decision-making. * For further details, please refer to the [Program Overview](https://docs.google.com/document/d/1aupFCwVKbRayokrgE9ebMXW8zosGS7Qy/edit?usp=sharing&ouid=115401947778059070025&rtpof=true&sd=true). |
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**\*\*\* Notice about using AI:** *We’ve noticed an increase in the use of AI tools for writing applications. While AI can help structure and express ideas, it’s important to remember that it often lacks creativity, specificity, and a true sense of your vision.*

*If your application relies too heavily on AI-generated text without editing, we may not get a clear understanding of who you are or how realistic your proposed activities are. MCH values your personal voice and ideas over perfect English or complex vocabulary.*

*AI can help with ideas, but it might miss the bigger picture, such as the core concept of your project and its relevance to the target audience. We encourage you to review, edit, and add your own thoughts to any AI-generated content to ensure your application truly reflects you.*

**PART ONE: ABOUT YOU**

**1. Your details [Lead Applicant]**

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

**2. Are you applying as:**

|  | **Please write YES if applicable** |
| --- | --- |
| An independent practitioner |  |
| A representative of a collective |  |
| A representative of an organisation |  |

**3. If you are applying with a co-host, please provide their details below.**

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

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

**Guideline length: 200 words**

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**PART TWO: ELIGIBILITY**

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

| **Criteria** | **Please write YES or NO** |
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| The lead applicant is a citizen of Cambodia, Laos, Myanmar, Taiwan, Thailand, and Vietnam and will be resident in Asia at the time of the Meeting Point (October 16th-18th, 2025) |  |
| The co-host (if applicable) is a citizen of Asia, resident in Asia at the time of the Meeting Point (October 16th-18th, 2025) |  |
| Able to join 3 online orientation and networking sessions (2 hr each from Zoom) on July 17th, August 21st and September 18th 2025 |  |
| Available to attend the Meeting Point program fully from October 14th-19th 2025 (including travel) in Vientiane |  |
| Comfortable to communicate in English |  |
| Have attached a proposal for a 90-minute, interactive session related to *Building Bridges, art and social action in Asia* - designed for cultural practitioners from Asia |  |

**PART THREE: YOUR PROPOSAL**

**6. Session Title**

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

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**7.Please tell us about the interactive session you would like to host during the 2025 Meeting Point on Art & Social Action in Asia - Building Bridges.**

You may wish to include:

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

**Guideline length: 300-500 words**

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**8. How does your session relate to the theme of the 2025 Meeting Point on Art & Social Action in Asia, *Building Bridges?***

**Guideline length: 100-200 words**

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

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

**Guideline length: 100-200 words**

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**10. Equipment and materials**

|  | **Please write YES or NO** |
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| Please confirm that you understand the session will take place in either a basic classroom/workshop room or an outdoor space. Electricity will be available, but no technical equipment (e.g., lights, sound system) will be provided. Chairs, tables, and floor mats will be available. Any additional equipment or materials must be sourced, managed, and covered by your budget, subject to approval from the venue owner and MCH. |  |

**11. Budget plan**

Each session host will be given a grant of $300 towards preparation for their session. There are no restrictions on the use of this grant, and it can be used entirely for fees if there are no other expenses that need to be covered.

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

* Equipment and materials
* Interpretation (note that the working language of the Meeting Point will be English)
* Documentation
* Fees for the host(s)

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**12. Networking sessions**

All the session hosts have to join one orientation session and two networking sessions (2 hours each from Zoom) on July 17th, August 21st and September 18th 2025. And you also need to join other programs of Meeting Point 2025 from 16th-18th October 2025. Please confirm that you can attend all the sessions mentioned above and tell us what you hope to get through engaging in these activities.

**Guideline length: 100-200 words**

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**PART FOUR: ANY OTHER BUSINESS**

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

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