

InterActivity 2018 Session Proposal Form

Session Proposal Deadline: Friday, September 15, 2017

* Session Chair Contact Information

Note: The session chair must participate in the session as a presenter or moderator.

Full name:

Title:

Organization:

Address:

City

State/Province:

Zip code:

Country

Phone number:

Email:

* Session chair, will you be a presenter or a moderator (or both)?

- Presenter
- Moderator
- Both a presenter and moderator

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Learning Outcomes

What will attendees know or be able to do as a result of your session? You should have no more than three learning outcomes, each a separate thought.

Reminder: Attendees want to know *how* you did what you're presenting, not just what you did.

* Write your three learning outcomes below:

1.

2.

3.

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Session Plan

Reminder: Consider how much content can be delivered in a 75-minute session. Be realistic about the number of presenters and time for activities.

Describe in detail what will happen during your session, include:

- **Who will speak on what topic and for how long.**
- **Why attendees need to know the content you will deliver.**
- **How the session will engage the attendees or how the attendees will participate.**

* 300 word maximum

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Confirmed Presenters

Note: limit of one moderator and four presenters for each 75-minute session.

A confirmed presenter has the support of her/his institution to participate, including funding for registration and travel. *Reminder:* Upon receipt of proposal, ACM will contact the CEO/executive director of each presenter's institution to ensure support.

Presenter 1

Name

Job Title

Organization

City

State/Province

County

Phone number

Email

Presenter 2

Full name

Job Title

Organization

City

State/Province

Country

Phone number

Email

Presenter 3

Full name

Job title

Organization

City

State/Province

Country

Phone number

Email

Presenter 4

Full name

Job title

Organization

City/Province

Country

Phone number

Email

Who of your confirmed presenters will be first-time InterActivity speakers?

To help us gauge the diversity of your presenters, please indicate:

How many presenters are from a small museum?

How many presenters are from a medium-sized museum?

How many presenters are from a large museum?

How many presenters are from a business that serves children's museums?

How many presenters are from outside the museum field

In what other ways will your presenters provide a diversity of perspectives?

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Tools and Handouts

What will you distribute at the session to help reinforce learning and transfer it to attendees' home environment? Handouts may include resource lists, tips and checklists, activity instructions,

toolkits, worksheets, and sample documents.

* Describe the tools and handouts you will distribute to attendees at the conference:

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Session Description and Title

Provide a short pitch for your session to be used in the Preliminary and Final Programs. Write with attendees in mind. What will the session cover and what can attendees expect to take away from the session? Keep it simple, clear, and concise.

Catchy titles pull the reader in, but be sure it accurately reflects the content to be delivered.

* Session Description (100 word maximum)

* Session Title (10 word maximum)

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Session History

* Have you presented this session at or submitted it as a proposal to any other museum association?

No

Yes

If yes, please provide the name of the association and the year the session was presented or submitted:

* Is the content of this session dissemination of results from a grant-funded project?

No

Yes

If yes, what is the project name and who is the funder?

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Audio/Visual

Presenters planning to use LCD projection for PowerPoint, video, or other visual displays are required to bring a laptop. ACM cannot provide computers for use with LCD projectors.

All session rooms are equipped with the following furniture and audio-visual equipment:

1 LCD projector (ACM does not provide VGA-DVI adaptors which Apple laptops and some PCs require.)

WiFi

1 Screen

1 Podium with microphone

1 Head table with table microphones (number varies)

1 Set of room speakers

* Will you be showing any videos as part of your session presentation?

No

Yes

* Will you be playing music as part of your session presentation?

No

Yes

* Will you be doing anything in your session that will create above normal noise?

No

Yes

If yes, please describe:

* Will you use the WiFi connection in your session?

No

Yes

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Room Set

A session room will be assigned to you and will be set with a podium and head table. You may choose between two room settings: theater style (chairs only), or rounds. If possible, we may be able to accommodate other room sets.

* How do you want your room set?

Theater style

Rounds

Does your session plan include an activity that would require a different room set?

No

Yes

If yes, how would you like the room set if possible?

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Session Chair Agreement

The success of an InterActivity session is the result of careful planning, communication, collaboration, and cooperation. The session chair leads these efforts. Please read through the following statements and confirm your commitment to fulfill these responsibilities/requirements.

* Please read and agree to the following

- 1) I understand that as the session chair, it is my responsibility to secure and confirm session presenters. As part of this process
 - a. I have received confirmation from each presenter that his/her institution supports participation, including funding for registration and travel.
 - b. I have advised presenters that if the proposal is accepted, they must be available to present on any day of the conference, May 16-18, 2018. and that they may not participate in more than two InterActivity sessions.
 - c. I have advised all presenters that they will not receive complimentary registration, honoraria, or have expenses paid to present at Interactivity.
 - d. I have advised presenters that upon receipt of the proposal, ACM will email the CEO/executive director of each presenter's institution to ensure support.
 - e. I have advised presenters that if the session proposal is accepted, they are responsible for registering themselves for InterActivity by the Early Bird Registration deadline. *Note: Presenters from outside the museum field, e.g., academics, may be eligible for a complimentary one-day registration for the day on which they present. Complimentary registration is at the sole discretion of ACM.*
 - f. I have advised presenters that the session may not be used as a platform to promote products or services of any kind.
- 2) I understand that if there are substantive changes to proposed session after its acceptance--including presenter changes and content--ACM reserves the right to cancel the session.
- 3) I agree to meet all deadlines set by ACM, including registering myself for the conference by the Early Bird Registration deadline.
- 4) I understand that I am responsible for planning the session from start to delivery at InterActivity 2018.
- 5) I agree to maintain timely communication between session presenters, ACM, and Program Committee "shepherd" who will be assigned to my session upon acceptance. Communication with presenters includes conveying all logistical and other conference information.
- 6) I agree to rehearse the session with all presenters in advance of delivery at InterActivity.
- 7) I understand that it is my responsibility to ensure the development of useful handouts for distribution onsite (bring 60-70 hard copies per handout) and for posting to the ACM website after the conference.
- 8) I agree to review all session presentation and handout materials in advance of InterActivity to ensure quality and consistency.
- 9) I understand that it is my responsibility to collect all presenters' presentation materials/handouts and upload them to the ACM Basecamp folder by Friday, June 1, 2018.
- 10) I have read and agree to fulfill these requirements. *Note: failure to meet these obligations will jeopardize your eligibility to submit future session proposals for InterActivity.*

Thank you for submitting a session proposal for InterActivity 2018. ACM will confirm its receipt within 24 hours.