

## InterActivity 2019 Session Proposal Form

Session Proposal Deadline: Tuesday, July 31, 2018

**If you have any questions about the session proposal form, or would like help finding presenters, contact Victoria Garvin, Senior Director, Professional Development: [victoria.garvin@childrensmuseums.org](mailto:victoria.garvin@childrensmuseums.org), or 703.224.3100, ext. 105.**

### \* 1. Session Chair Contact Information

Note: Sessions are limited to a maximum of four presenters and one moderator. The session chair must participate in the session as a presenter or moderator.

Full name:	<input type="text"/>
Title:	<input type="text"/>
Organization:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/>
Zip code:	<input type="text"/>
Country:	<input type="text"/>
Phone number:	<input type="text"/>
Email:	<input type="text"/>

### \* 2. Session chair, will you be a presenter or a moderator?

- Presenter
- Moderator (check if the session will have four presenters, not including the session chair)

### 3. Will the session chair be a first-time InterActivity speaker?

- Yes
- No

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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. Include what the session will cover and what attendees can 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. Note: Attendees rate how well the description matched what was delivered.**

\* 4. Session Title (10 word maximum)

\* 5. Session Description (100 word maximum)

## InterActivity 2019 Session Proposal Form

### Confirmed Presenters

**Note: limit of one moderator and four presenters for each 75-minute session. Session chair, if you are a presenter do not list yourself here.**

**A confirmed presenter has the support of her/his/their 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.**

6. Presenter 1

Name

Job Title

Organization

City

State/Province

Country

Phone number

Email

1st time InterActivity speaker (Yes/No)

### 7. Presenter 2

Full name

Job Title

Organization

City

State/Province

Country

Phone number

Email

1st time InterActivity  
speaker (Yes/No)

### 8. Presenter 3

Full name

Job title

Organization

City

State/Province

Country

Phone number

Email

1st time InterActivity  
speaker (Yes/No)

### 9. Presenter 4

Full name

Job title

Organization

City/Province

Country

Phone number

Email

1st time InterActivity speaker (Yes/No)

10. To help us gauge the diversity of your presenters, please indicate the following. Note: Ask presenters to use the ACM [What Size is Your Museum?](#) chart to determine their institution's size category.

Which presenters are from a small museum? (Names, please.)

Which presenters are from a medium-sized museum? (Names, please.)

Which presenters are from a large museum? (Names, please.)

Which presenters are from a business that serves children's museums? (Names, please.)

Which presenters are from outside the museum field? (Names, please.)

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

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Learning Outcomes

**What will you be teaching attendees in the session? 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.**

\* 11. Write your three learning outcomes below:

1.

2.

3.

## InterActivity 2019 Session Proposal Form

### 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.**

Indicate in the session plan, how you are going to teach attendees in the session. 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.
- What they can expect to take away from the session.
- How the session will engage the attendees or how the attendees will participate.

\* 12. 300 word maximum

## InterActivity 2019 Session Proposal Form

### Tools and Handouts

**Handouts are a requirement. 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. If the session is mostly discussion, a discussion summary to be posted to the ACM website afterwards is recommended. Session chairs/presenters are expected to bring 60-70 hard copies of each handout.**

\* 13. Describe the tools and handouts you will distribute to attendees at the conference:

## InterActivity 2019 Session Proposal Form

### Session History

\* 14. 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:

\* 15. 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?

## InterActivity 2019 Session Proposal Form

### 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 or VGA-DVI adaptors 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 many new PCs require.)**

**1 Screen**

**1 Podium with microphone**

**1 Head table with table microphones (number varies)**

**1 Set of room speakers**

**Note: Session chairs/presenters must bring their own session supplies such as post-its, tape, and activity materials, etc.**

\* 16. Will you be showing any videos as part of your session presentation?

No

Yes

\* 17. Will you need a WiFi connection in your session?

No

Yes

\* 18. Will you be playing music as part of your session presentation?

No

Yes

\* 19. Will you be doing anything in your session that will create above normal noise?

No

Yes

If yes, please describe:

## InterActivity 2019 Session Proposal Form

### 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.**

\* 20. How do you want your room set?

Theater style

Rounds

21. 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.**

\* 22. Please read and agree to the following by checking #10:

- 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 9-11, 2019, 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. 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, at the discretion of ACM.
  - 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 2019.
- 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, May 31, 2019.
- 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 2019. ACM will confirm its receipt within 24 hours.