Writing a Session Proposal for InterActivity 2023
August 23, 2022 • 2:00 p.m. EDT
Introductions

Speakers

Victoria Garvin, Sr. Director, Professional Development, ACM

Lauren Clay, Interim CEO, Louisiana Children’s Museum and Program Committee member

Roxane Hill, Program Committee Co-Chair, and Executive Director, The Regnier Family Wonderscope Children's Museum of Kansas City
What is your experience submitting a session proposal and/presenting at InterActivity? (Select one option.)

1. I have never submitted a session proposal for InterActivity.
2. I have presented at InterActivity but have never submitted a proposal.
3. I have submitted session proposal for InterActivity.
4. I have submitted a session proposal and presented at InterActivity.
5. Other (describe in Chat.)
Agenda

Goals of InterActivity

Conference theme

Developing a proposal

Elements of a proposal

Review and selection process

Timeline
Goals of InterActivity

1. Networking
2. Professional development
3. Advancing the children’s museum field
4. Conducting the general business of ACM
Purpose of Professional Development

Planning Programs for Adult Learners, Caffarella and Ratcliff Daffon, 2013, p. 5

1. “Encourages growth and development of individuals.

2. Assists people in responding to practical work problems.

3. Prepares people for current and future work opportunities.
Purpose of Professional Development *cont.*

4. Assists organizations to achieve desired results and adapt to change.

5. Provides opportunities to examine community and societal issues, foster change for the common good, and promote a civil society.”

*Planning Programs for Adult Learners*, Caffarella and Ratcliff Daffon, 2013, p. 5
About the Theme and the Louisiana Children’s Museum
Q. The most important part of writing a session proposal?

A. Developing the proposal!
Developing a Session Proposal

1. Topic selection
2. Check if topic new
3. Get feedback on session ideas
4. Recruiting presenters
5. Know the audience
Session Topics Questions

• Theme related: how are you leveraging your voice for children and families, your community, and your museum?

• What processes and tools does your museum have to accomplish leveraging your voice? What about them might be applicable to other museums?

• Not theme related: what effective practices does your museum have that might be useful to others?
Components of a Session Proposal

• Session Chair Information
• Session Title and Description
• Confirmed Presenters
• Learning Outcomes
• Session Plan
• Tools and Handouts
• Session History
• Session Chair Agreement
Session Title and Description

- Pitch for your session, 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.
- Keep it simple, clear, and concise.
- Will be edited by ACM for style.
Confirmed Presenters

- Limit of one moderator and four presenters.
- Confirmed presenters have the support of their institution to participate.
- ACM may contact the CEO/executive director of each presenter’s institution to ensure support.
- Provide a diversity of perspectives.
- First time InterActivity presenters are welcome.
Learning Outcomes--Examples

• Participants will learn two new strategies for bringing play into the workplace, schools, and community settings.

• Attendees will understand the key benefits of growing access and inclusion for visitors of all abilities.

• Participants will be able to write a plan for a community-wide conversation on early learning.

• Attendees will identify three strategies to generate program ideas.
Session Plan

• Who will speak and for how long? Include time allotments.
• Why attendees need to know the content you will deliver.
• What attendees can expect to take away from the session.
• How attendees will participate.

Remember: attendees want to know how you did what you’re presenting.
What is the one most important thing you wish you’d known when you took the job?

Actual Financial Position
Team, Dynamics, Culture
Global Pandemic
Staffing needs, Structure
Just how many hats I’d be wearing
The number of “Moving Parts”

What is your favorite part of your work?

The children!
My team
Being creative
Helping the community be better!
Sharing our work with our community
Solving puzzles
Energy of children, families, team
Changing the world
Creative conversations, (what’s possible)
The many partnerships involved!
Building community
Helping children to become change agents!
Tools and Handouts

- Resource lists
- Tips and checklists
- Activity instructions
- Worksheets
- Sample documents
- Toolkits
Session Chair Agreement
Session Chair Agrees to:

- Secure and confirm presenters
- Plan the session from start to delivery
- Meet all deadlines set by ACM—including registering oneself and ensuring presenters register by the Early Bird deadline (January 2023) and uploading materials.
- Rehearse the session with all presenters in advance.
- Ensure development of useful handouts.
- Reviews all session presentations and handouts in advance.
Role of the InterActivity Program Committee
Selection Criteria

• The proposed session conveys adaptable practices, take-home tools, innovative strategies, or new research and its application.
• Learning outcomes are realistic and achievable.
• Session plan outlines a clear picture of what attendees can expect during the session, including their participation.
• Proposal describes useful handouts.
• Presenters are confirmed and provide a variety of perspectives on the topic.
Timeline

• **Sept 16**: Deadline to complete online Session Proposal Form.
• **Sept-Oct**: Program Committee reviews proposals.
• **Late Oct**: Program Committee meets virtually.
• **By Nov 18**: Notifications sent to all session chairs.
• **Nov to April**: Accepted sessions have a Program Committee shepherd to work with the presenters to ensure a successful session.
Questions?
Contact Info
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Web page:
https://childrensmuseums.org/interactivity/call-for-session-proposals/

Submission deadline: Friday, September 16

Thank You!