InterActivity 2024: *Flourish!*
May 15-17
Hosted in partnership with
Writing a Session Proposal for InterActivity 2024: *Flourish!*

June 7, 2023 • 4:00 p.m. EDT
Introductions

Speakers

**Victoria Garvin**, Sr. Director, Professional Development, ACM

**Roxane Hill**, Executive Director, The Regnier Family Wonderscope Children's Museum of Kansas City and Program Committee Co-Chair

**Kia Karlen**, Vice President of Education and Community Engagement, Madison Children’s Museum and Program Committee Co-Chair
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.)
Webinar Agenda

Goals of InterActivity

Conference theme

Developing a proposal

Elements of a proposal

Review and selection process

Timeline
Goals of InterActivity

1. Professional development
2. Networking
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
Top 3 Reasons Cited for Attending InterActivity 2023 from the post-conference InterActivity Evaluation

1. To get practical information to use in my job (attend concurrent sessions)
2. To be inspired
3. To network
About the Theme and Madison 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. Recruit presenters
5. Know the audience
Know the Audience: What Attendees Want

1. Guidance on how to apply session content at their museum
2. Engagement! Activities! Movement!
3. Strategies, frameworks, worksheets
4. Dynamic presenters
5. Few presenters and more in-depth content
Session Topics Questions

• Theme related: How can innovative programs and exhibits that foster flourishing growth in children be developed?

• What role can museums play in promoting a sustainable future for children and communities?

• Not theme related: what effective practices does your museum have that might be useful to others?
  • Hint: Finance, HR, Development, Visitor Services
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.
• **What** attendees can expect to take away from the session.
• **Why** attendees need to know the content you will deliver.
• **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 for the museum

Staffing 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 our community be better!

Sharing our work with our community, our cities

Solving puzzles

Energy of children, families, team, sound, etc.

Changing the world

Creative conversations (what’s possible)

The many partnerships involved!

Building community, helping children to become change agents!
COOPED-UP

SWIRLING DERVISH
LOOKING FOR A CHANCE TO MOVE THEIR BODY; EXPLORE UN-INTERESTED IN READING SIGNS OR LABELS; GETS BORED W/ ACTIVITIES QUICKLY
LOOKING FOR THINGS TO TOUCH/MOVE/MANIPULATE

Dad's Day Work
The Kids
Help me sanity. Kids start making milk with me. More mom attention then.
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 2024).
• 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

• **July 31**: Deadline to complete online Session Proposal Form.
• **August**: Program Committee reviews proposals.
• **Sept 6-7**: Program Committee meets in Madison.
• **By Oct 6**: Notifications sent to all session chairs.
• **Oct**: InterActivity 2024 Registration opens.
Questions?
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Web page:
https://childrensmuseums.org/interactivity/call-for-session-proposals/

Submission deadline: Monday, July 31

Thank You!