



InterActivity 2024: *Flourish!*

May 15-17

Hosted in partnership with



madison children's museum



Writing a Session Proposal for InterActivity 2024: *Flourish!*

June 7, 2023 • 4:00 p.m. EDT



madison children's museum

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.



"OOPS" DTD

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" ●●●●

Say "I'm not ~~Don't~~ making major decisions in the first 6 mo" ●

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/region

Solving Puzzles ●

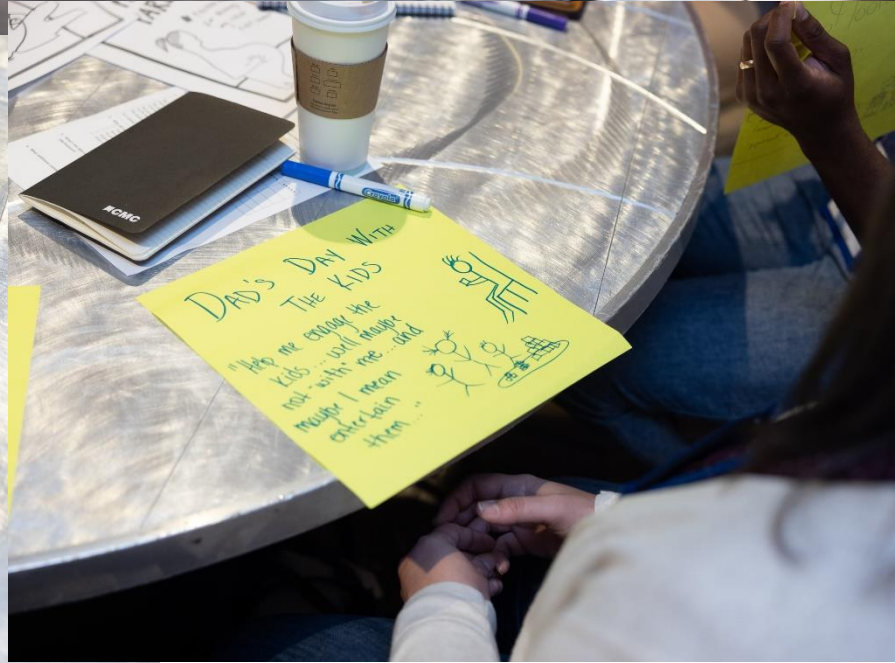
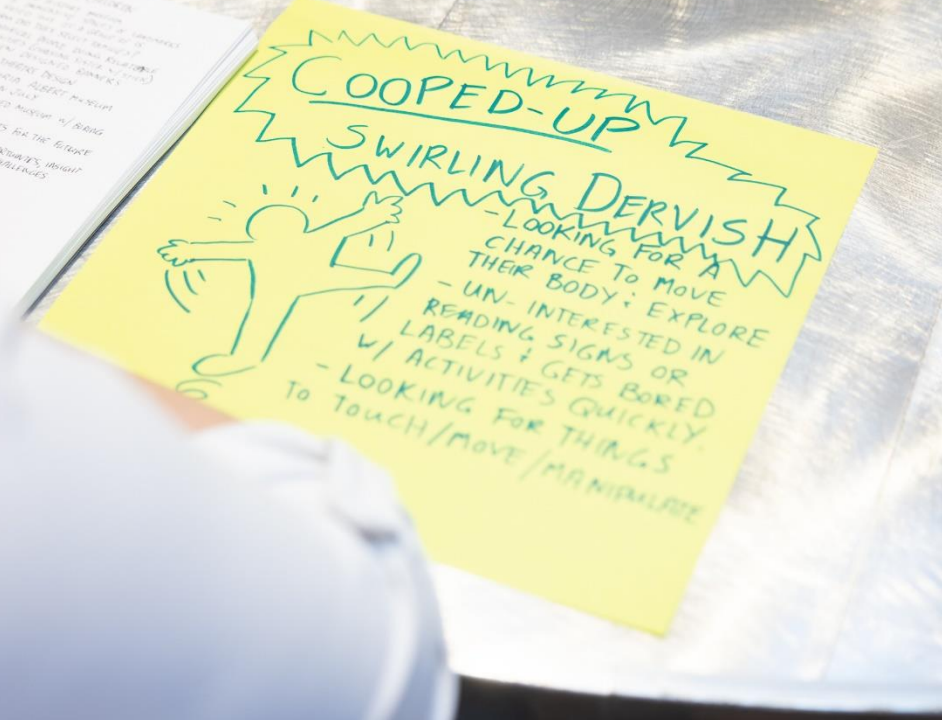
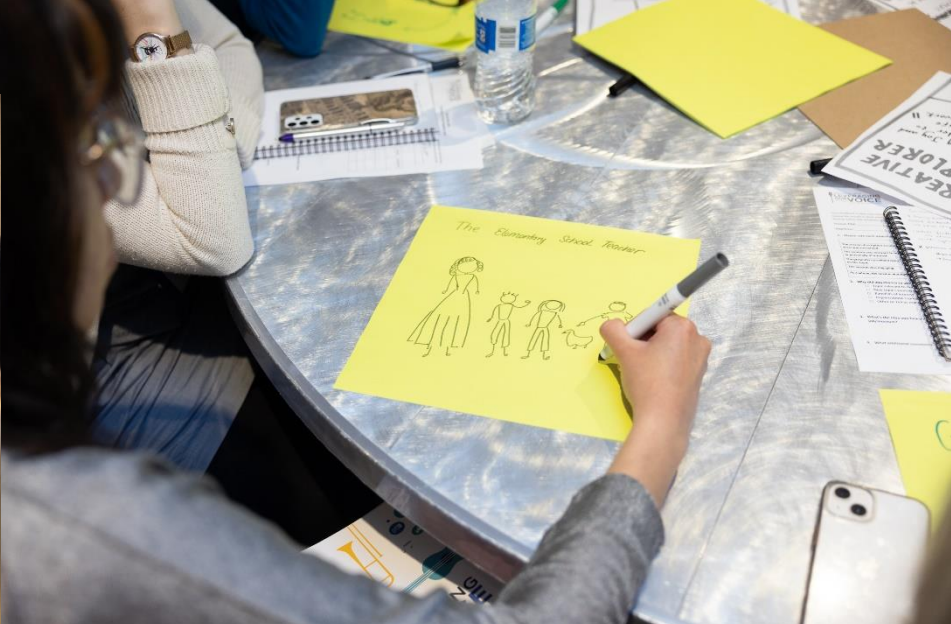
Energy of children, families, team around me

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 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?



Contact Info

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Web page:

<https://childrensmuseums.org/interactivity/call-for-session-proposals/>

Submission deadline: **Monday, July 31**

Thank You!