

## InterActivity 2024 Session Proposal Form

Session Proposal Deadline: Monday, July 31, 2023

**Before you begin completing the session proposal form, please review the instructions and write the proposal text in advance. You may not be able to restart a proposal once you have left the form. Note: Incomplete applications will not be considered. Questions? Victoria Garvin, Senior Director, Professional Development: [Victoria.Garvin@ChildrensMuseums.org](mailto:Victoria.Garvin@ChildrensMuseums.org).**

**The InterActivity 2024 Program Committee will evaluate your session proposals according to the following criteria:**

- 1. The proposed session conveys innovative strategies, take-home tools, scalable practices, or new research and its application. Content supports the theme and/or provide nuts and bolts training.**
- 2. The proposal's learning objectives are realistic and achievable.**
- 3. The session plan outlines a clear picture of what attendees can expect during the session: who will speak on what topic and for how long, how attendees will participate, and what attendees can expect to take away.**
- 4. Proposal describes useful handouts for distribution to attendees onsite and for posting to the ACM website after the conference.**
- 5. Presenters are confirmed and provide diverse perspectives on the topic (i.e., representing museums of all sizes, not different departments in the same museum).**

### \* 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

## InterActivity 2024 Session Proposal Form

### 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 2024 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 may contact the CEO/executive director of each presenter's institution to ensure support.**

**Proposal with unconfirmed presenters may not be accepted.**

## 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                               | <input type="text"/> |
| Job title                               | <input type="text"/> |
| Organization                            | <input type="text"/> |
| City                                    | <input type="text"/> |
| State/Province                          | <input type="text"/> |
| Country                                 | <input type="text"/> |
| Phone number                            | <input type="text"/> |
| Email                                   | <input type="text"/> |
| 1st time InterActivity speaker (Yes/No) | <input type="text"/> |

### 9. Presenter 4

|   |                      |
|---|----------------------|
| Full name                               | <input type="text"/> |
| Job title                               | <input type="text"/> |
| Organization                            | <input type="text"/> |
| City                                    | <input type="text"/> |
| State/Province                          | <input type="text"/> |
| Country                                 | <input type="text"/> |
| Phone number                            | <input type="text"/> |
| Email                                   | <input type="text"/> |
| 1st time InterActivity speaker (Yes/No) | <input type="text"/> |

10. To help us gauge the diversity of your presenters, please indicate the following. Note: Ask presenters to use the ACM\_chart [What Size is Your Museum?](#) 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?

## InterActivity 2024 Session Proposal Form

### Learning Outcomes

**Your session will be providing professional development for attendees. Consider what attendees will know or be able to do as a result of your session. Please identify no more than three learning outcomes, each a separate thought. Remember, 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 2024 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 and use in their job.
- How the session will engage the attendees or how the attendees will participate (hint: the conference is called InterActivity).

\* 12. 300 word maximum

## InterActivity 2024 Session Proposal Form

### Tools and Handouts

**Handouts are a requirement. What will you distribute at the session to help reinforce learning and allow attendees to transfer it to their own environments? Handouts may include resource lists, tips and checklists, activity instructions, toolkits, worksheets, and sample documents. Chair/presenters must hold the copyright to the material distributed or obtain advance permission from the copyright holder. If the session is mostly discussion, a discussion summary to be posted to the ACM website afterwards is recommended.**

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

## InterActivity 2024 Session Proposal Form

### Session History

\* 14. Has the content of this session proposal been presented 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 2024 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, HDMI 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 2024 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?

## InterActivity 2024 Session Proposal Form

### 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 before submitting the proposal to ACM. As part of this process:
  - a. I have received confirmation from each presenter that his/her/their 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 either day of the conference, Thursday, May 16 or Friday, May 17, 2024, 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 may 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 2024.
- 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 posting to the ACM mobile app and 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 Box folder by Friday, June 21, 2024.
- 10) I have read and agree to fulfill these requirements. *Note: I understand that failure to meet these obligations will jeopardize acceptance of future session proposals for InterActivity.*

Thank you for submitting a session proposal for InterActivity 2024. ACM will confirm its receipt within 24 hours. Decision notices will be sent to session chairs by **Friday, October 6, 2023.**