**Proposal Submission Form**

**Museum Association of New York Annual Conference**

***Access and Identity***

**April 7 - 9, 2019** **Cooperstown**

Please refer to the “Call for Proposals” for information about the conference theme.

All proposals should be submitted to MANY by 5 PM October 24, 2018 via email at conference@nysmuseums.org. Proposals should be submitted as a word document.

**Session Title**

(20 words or less)

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**Session Description**(50 words or less) To be used in conference print and digital publications

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**Session Organizer**
*This is person completing this form and the primary point of contact for all session communications including acceptance notification, AV equipment needs, identifying fellow presenters and potential changes made to panel. This individual will be responsible for communicating all information to fellow presenters.*

|  |  |
| --- | --- |
| Name |  |
| Title  |  |
| Institution  |  |
| Phone  |  |
| Email  |  |
| Short Bio (75 words or less) |  |

**Proposal Summary (500 words or less)**

Describe how are you addressing the conference themes of Access & Identity as described in the Call for Proposals. Describe the issue or challenge the proposed program will address. Use examples from other museums, nonprofits or industry partners to illustrate how the issue or challenge is being addressed in an innovative, adaptable, fun, or enterprising way. Describe the intended audience. Is the program designed for new, mid-career or senior level staff? For volunteers or trustees? Small, medium or large institutions? For which staff, i.e., curators, administrators? Describe how the structure of your session will engage participants in meaningful conversation.

The program review panel will be looking for sessions that utilize multiple perspectives, share best practices, and/or maximize opportunities for meaningful conversations.

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**This proposal is for a:**\_\_\_ Saturday Pre-Conference Workshop
 Sessions must incorporate interactive elements and range from 2-3 hours. An additional fee may be

 added to registration to cover materials and lunch.

\_\_\_ One 75-minute Session

\_\_\_ One 90-minute Session

\_\_\_ 10x10 Presentation: 10 slides in 10-minutes (EMP/students only, limited acceptance)

\_\_\_ Monday Lunch Roundtable discussion

 Discussions to be led by 1 or 2 individuals in a casual, roundtable, environment. No formal presentations are required (no AV will be supplied)

\_\_\_ Tuesday Museum Capstone Experience 2 to 3-Hour Session
 Museums must be located in the Mohawk Valley as designated by the REDC

**Please indicate all categories to which your proposal relates**

\_\_\_ Administration

\_\_\_ Audience Engagement

\_\_\_ Collections

\_\_\_ Diversity, Equity, Accessibility, and Inclusion

\_\_\_ Earned Income

\_\_\_ Exhibitions

\_\_\_ Fundraising

\_\_\_ Governance

\_\_\_ Interpretation

\_\_\_ Leadership

\_\_\_ Mission and Planning

\_\_\_ Sustainable Institutions

\_\_\_ Technology

**If you are interested in leading this session again, please let us know:**

\_\_\_ I am willing to present my session again at another location in 2019

\_\_\_ I am willing to share my presentation on a member’s only section of the MANY website after the conference

**Additional Presenter Information**

*All presenters must be confirmed at the time of proposal submission.*

Additional Presenter

|  |  |
| --- | --- |
| Name |  |
| Title  |  |
| Institution  |  |
| Phone  |  |
| Email  |  |
| Short Bio (75 words or less) |  |

Additional Presenter

|  |  |
| --- | --- |
| Name |  |
| Title  |  |
| Institution  |  |
| Phone  |  |
| Email  |  |
| Short Bio (75 words or less) |  |

Additional Presenter

|  |  |
| --- | --- |
| Name |  |
| Title  |  |
| Institution  |  |
| Phone  |  |
| Email  |  |
| Short Bio (75 words or less) |  |

**By submitting this document, I understand and accept that:**

* I am responsible for the session from conception to conference delivery.
* The proposal reflects a variety of perspectives and disciplines.
* The proposal contains at least one presenter currently working in the museum field or museum service field.
* I will work with presenters to help them structure and deliver their presentation to best of their abilities.
* As **Session Organizer**, I will inform all presenters of MANY’s conference policies.
* Conference presenters do not receive an honorarium or travel expenses
* **Presenters are required to provide their own handouts** (60 copies suggested)
* Scheduling is at the discretion of the conference organizers
* Presenters are required to submit all required forms and requested revisions to conference organizers by the designated deadlines
* Conference organizers will provide a laptop, projector, and screen. **Session Organizer** must inform MANY of any additionally required AV equipment. MANY reserves the right to make final decisions on number/type of audio-visual equipment based on availability and expense.
* FOR INDUSTRY MEMBERS, VENDORS, AND CORPORATE SPONSORS: My proposal includes cultural institution staff and will not be used solely for self-promotion services or sales.
* MANY staff may contact you as part of the review process. The proposal review committee may suggest changes to your proposal including length of session as well as the addition of other perspectives.

**To finalize this proposal, please initial below**

\_\_\_\_\_ I have completed all sections of this form and therefore my proposal is complete

\_\_\_\_\_ I understand if any sections of this form are blank, this proposal will be considered invalid and will not be reviewed by conference organizers

**Important Dates**

October 24, 2018 Session Proposals Due to MANY at conference@nysmuseums.org

Early December 2018 Lead Presenters notified of proposal status

January 2019 Registration Opens

April 7-9, 2019 Annual Conference at Otesaga Resort Hotel in Cooperstown, NY