**2018 Annual Meeting Session Proposal Form**

**Program Committee Use Only**

Session No:

Assigned to:

Resubmission:

**Submission Deadline is November 17, 2017**

WMA *INSPIRE* will be held October 21 – 24, 2018 in Tacoma, Washington. To propose a session for the 2018 Annual Meeting, please complete the form below.

**Please review the** [**Proposal Guidelines**](http://www.westmuse.org/sites/westmuse.org/files/documents/WMA2018/WMA2018_Proposal_Guidelines.pdf) **before submitting your proposal.**

**Section 1. Session Information**

Sessions occur throughout the Annual Meeting and are open to all attendees. Sessions may be single (75 minutes) or double (150 minutes, with a break in the middle). Single sessions are encouraged.

|  |  |  |
| --- | --- | --- |
| **A. Session Title\*** |  | |
| **B. Description**  *Maximum of* ***75 words****. If the session is accepted, this will be used in the Program.\** |  | |
| **C. Uniqueness**  *Sum up why your session is innovative in* ***25 words*** *or less.* |  | |
| **D. Objectives**  *Maximum of* ***250 words****. Clearly describe (up to three) objectives of the session and potential outcomes.* |  | |
| **E. Engagement**  *Maximum of* ***75 words****. Describe the intended session format, participation strategies, resources, and / or take-aways.* |  | |
| **F. Audience**  *Maximum of* ***20 words****. Describe the intended audience (emerging professional, senior level, curators, etc.).* | Audience: | |
| Professional Level: | Other Comments: |
| **G. Relationship to Theme**  *Maximum* ***75 words****. Describe how your session relates to the 2018 theme of INSPIRE.* |  | |
| **H. Additional Comments**  *Do you need help finding presenters? Are you willing to merge with another session? Let us know!* |  | |

\*Please note that WMA reserve the right to make edits to descriptions of workshops that are chosen for the final program.

**Section 2: Contact Information**

**Primary Contact Information**

*Please remember that as the proposer you do not need to be the moderator or a speaker.*

*If you are missing a speaker, please indicate that you need assistance in finding a speaker for your session.*

Please note, all presenters must be confirmed by February 16, 2018 when session proposals are revised and accepted.

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Institution |  |
| City, Province / State |  |
| Telephone Number |  |
| Primary email |  |
| Secondary email |  |
| Check one | Will the proposer also be the moderator / facilitator? **\_\_\_** Yes **\_\_\_** No  Will the proposer also present in the session? **\_\_\_** Yes **\_\_\_** No |

**Moderator Contact Information**

*Please note that the moderator should be an employee of a cultural institution if possible.*

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Institution |  |
| City, Province / State |  |
| Telephone Number |  |
| Primary email |  |
| Why have they been included as the moderator for this session? Maximum of **100 words**. |  |
| Is this moderator confirmed? | **\_\_\_** Yes **\_\_\_** No |
| Will the moderator also present in the session? | **\_\_\_** Yes **\_\_\_** No |

**Presenter 1 Contact Information**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Institution |  |
| Telephone Number |  |
| Primary email |  |
| Why have they been included as a presenter for this session? Maximum of 100 words. |  |
| Is this presenter confirmed ? | **\_\_\_** Yes **\_\_\_** No |

**Presenter 2 Contact Information**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Institution |  |
| Telephone Number |  |
| Primary email |  |
| Why have they been included as a presenter for this session? Maximum of 100 words. |  |
| Is this presenter confirmed? | **\_\_\_** Yes **\_\_\_** No |

**Presenter 3 Contact Information**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Institution |  |
| Telephone Number |  |
| Primary email |  |
| Why have they been included as a presenter for this session? Maximum of 100 words. |  |
| Is this presenter confirmed ? | **\_\_\_** Yes **\_\_\_** No |

For a Proposal FAQ, please visit: westmuse.org/rfp

For more information about the 2018 Annual Meeting, please refer to the [WMA website](http://www.westmuse.org/annual-meeting) or contact [proposals@westmuse.org](mailto:proposals@westmuse.org) .

**Section 3: Additional Information**

**A. Important:** WMA will provide a projector/screen for PowerPoint presentations for concurrent sessions. However, WMA does not provide laptops for the presentations. Either the moderator or a presenter needs to provide a laptop, as well as supply any connectors (particularly VGA connectors for Mac users). The WMA will not provide dedicated Internet lines for sessions unless otherwise noted; hotel-wide WIFI may or may not be available. Please make sure your moderator and presenters are informed.

**B. Scheduling Details:**

* A Program Committee Member will contact you (the proposer) in regards to your proposal. This will help to inform the Program Committee during their preliminary meeting in January 2018.
* You (the primary contact) will be notified by February 2, 2018 if your session has received a ***preliminary approval*** by the Program Committee.
* Preliminarily accepted proposals are required to **resubmit their session by February 16, 2018**. All presenters must be confirmed for this second round of submissions.
* You will be notified by April 13, 2018 if your session has received a ***final approval*** by the Program Committee. You (the proposer) will be responsible for notifying your speakers of the final approval.

**WMA know its most valuable resource is our attendees! Please provide your suggestions for:**

**A. Keynote Speakers**

|  |
| --- |
|  |

**B. Other types of programming that you would like to see during the 2018 Annual Conference.**

|  |
| --- |
|  |

**Submission Deadline is November 17, 2017**

**Please email the completed document to** [**proposals@westmuse.org**](mailto:proposals@westmuse.org)

**Thank you for your submission and supporting WMA!**

**We look forward to seeing you in Tacoma!**