**2018 Annual Meeting Pre-Workshop Proposal Form**

**Internal Use Only**

Workshop 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 workshop for the 2018 Annual Meeting, please complete the form below.

**Please review the** [**Proposal Guidelines**](http://www.westmuse.org/sites/westmuse.org/files/documents/WMA2017/WMA2018_Proposal_Guidelines.pdf) **before submitting your proposal.**

**Section 1. Workshop Information**

Workshops are exclusively held on the Pre-Conference day (October 21) of the Annual Meeting and require a separate registration fee. Workshops are often given by companies or consultants. Workshops can be either full-day (9:00 a.m. – 4:00 p.m.) or half-day (9:00 a.m. – 1:00 p.m.; 1:00 p.m. – 5:00 p.m.).

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| --- | --- |
| **A. Workshop Title\*** |  |
| **B. Description** *Maximum of* ***75 words****. If the workshop is accepted, this will be used in the Program.\** |  |
| **C. Uniqueness***Sum up why your workshop is innovative in* ***25 words*** *or less.* |  |
| **D. Objectives***Maximum of* ***250 words****. Clearly describe (up to three) objectives of the workshop and potential outcomes.* |  |
| **E. Audience***Maximum of* ***20 words****. Describe the intended audience (emerging professional, senior level, curators, etc.).* | Audience:  |
| Professional Level:  | Other Comments:  |
| **F. Relationship to Theme***Maximum* ***75 words****. Describe how your workshop relates to the 2018 theme of INSPIRE.* |  |

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| **G. Workshop Format (Choose one):***Please note that the WMA staff will choose all workshop locations.* | **\_\_\_** Half-day (9:00 a.m. – 1:00 p.m.)**\_\_\_** Half-day (1:00 p.m. – 5:00 p.m.)**\_\_\_** Full-day (9:00 a.m. – 4:00 p.m.)  |
| **Proposed Workshop Fee:***Fee can cover basic materials (AV needed, books, handouts, etc.). Other major expenditures (lunch or coffee service) are not included, and must have WMA approval to be included in the fee. WMA staff will work with proposers to determine the final fee.*  |  |

\*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 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 |  |

**Presenter 1 Contact Information**

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

**Presenter 3 Contact Information**

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

**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 workshop has received a ***preliminary approval***.
* Preliminarily accepted proposals are required to **resubmit their proposals 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 workshop has received a ***final approval.*** 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**

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|  |

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

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

**Submission Deadline is November 17, 2017**

**Please email the completed document to** **proposals@westmuse.org**

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

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