



## 2018 Michigan Museums Association Call for Conference Session Proposals

The Michigan Museums Association seeks proposals for concurrent sessions to take place during our annual conference. The conference will be held October 28-30, 2018 at the Dearborn Inn. Concurrent sessions will be held on Monday, October 29 and Tuesday, October 30 between 9 am and 5 pm.

For each session, a projector and screen will be provided. Presenters will need to bring their own laptops. The average concurrent session has about 20-30 attendees who come from all sizes and types of museums from throughout Michigan. Presenters are encouraged to provide handouts and share slides. Session presenters are expected to register for at least one day of the conference.

Sessions are sought that focus on topics related to the conference theme of ***Leadership***, as well as MMA's core expertise focus areas of ***Collections***, ***Administration/Organizational Development***, and ***Visitor Experiences***.

Session proposals may be submitted online or via hard copy. Proposals are due **February 19, 2018**.

For more information about the conference, contact the MMA office at 313-334-7342, email [lcbrisson@michiganmuseums.org](mailto:lcbrisson@michiganmuseums.org) or visit the [MMA website](#).

## SELECTION CRITERIA:

Proposals will be reviewed by members of the Conference Programs Team. The reviewers will look for sessions that:

- reflect the conference theme of Leadership, as well as the areas of Administration/Organizational Development, Collections, and Visitor Experiences.
- address the professional needs of MMA members and the Michigan museum community.
- have clear, well-thought outcomes for session attendees
- include session presenters from a wide range of institutional sizes, areas of focus, and expertise

**Proposals are due February 19, 2018.** Notifications will be made by April 1, 2018.

## HOW TO SUBMIT A PROPOSAL:

Proposals may be submitted online, via email or through USPS mail

- Use [this link](#) to submit a proposal **online**. The link is also available on the MMA website.
- Use the form at the end of this document to submit a proposal via **email** and send it to [lcbrisson@michiganmuseums.org](mailto:lcbrisson@michiganmuseums.org)
- Use the form at the end of this document to submit a proposal via **USPS mail** and send it to  
Michigan Museums Association  
PO Box 5246  
Cheboygan, MI 49721

All forms must be received by February 19, 2018.

## QUESTIONS?

- Join a Conference Call  
An informational phone call with Q&A will be held on **Tuesday, January 30 at 1:00**. During this call, the Programs Committee will talk through the blank proposal form with interested applicants and answer any questions that arise about the form or the submission process. To join the call, dial 515-603-3190 and enter the access code 389024.
- Email the Programs Team Chair  
Contact Melanie Parker at [mparker@dia.org](mailto:mparker@dia.org) with questions about proposals or the proposal process.
- Call the MMA Office  
Call 313-334-7643 with any questions about the conference.

## HOW TO COMPLETE THE PROPOSAL FORM:

### Details and Instructions:

#### **CONFERENCE TRACK**

MMA may offer conference tracks in 2018. Tracks would give attendees an optional guide for attending several sessions about related topics. Select the track that most closely relates to your session: Leadership (the conference theme), Collections, Visitor Experiences, or Administration/Organizational Development.

#### **RELEVANCE TO CONFERENCE TRACK:**

Describe how your proposed session relates to conference track that you selected (50 words or less).

#### **CONTENT AREA**

Which specific area of museum work does the session most closely relate to?

#### **SESSION FORMAT OPTIONS:**

Select one of the three session formats available.

#### PANEL:

Panel sessions should feature 1 moderator and 2-3 presenters (moderator may also present). Presenters will speak about a specific project or topic.

Panels should include representatives from multiple institutions and/or areas of expertise. For example:

- Three different institutions present together about accessibility programming at their respective institutions
- Several institutions who are partnering together on a community-wide project discuss their collaborative process

#### CAMPFIRE:

Campfires are conversations that those who attend a session have together as a group. Attendees will share their knowledge and experiences, and pose questions to one another. The conversations are centered around a predetermined, specific topic.

One or two people will lead and facilitate the conversation. The session leader(s) should be well-versed in the topic and is encouraged to share their experiences as well, but the focus of the session to be on the attendees. The leader(s) should be prepared with several questions or prompts to help guide the conversation.

Example topics include:

- Managing multigenerational work styles
- In what ways are museums biased?
- Parenting in the Workplace

## **SESSION FORMAT OPTIONS cont.:**

### HOW-TO:

How-to sessions are mini-workshops that put attendees at the center. With the guidance of a facilitator(s), attendees will gain a hands-on experience doing a specific activity.

Participants should walk away with a product that they created during the session that they can use in their own work (e.g. a skill that can be replicated, a document that they have created, etc.).

At the end of the session, attendees should feel empowered to take what they've learned back to their museum and use it in their own jobs. For example:

- How-to write an informative and interesting exhibit label
- How-to properly and safely put a historic costume on a mannequin
- How-to draft a meaningful mission statement

### **SESSION DESCRIPTION:**

In 100 words or fewer, describe the proposed session. Keep conference attendees in mind; if your proposal is selected, this description will appear in the printed conference program and on the MMA website.

### **SESSION DISCUSSION:**

In 300 words or fewer, tell the session review team what your session would look like. Include answers to the following questions:

- What are the 3 main points or ideas that will be covered?
- What will attendees learn?
- What will they feel empowered to do?

For **PANEL SESSIONS**: Please also describe what this project has accomplished. What were your goals at the outset, and how have you achieved them? What were the unintended outcomes, if any? (For example, "Our membership increased by 30%")

For **CAMPFIRE SESSIONS**: Please also list two or three example discussion prompts that you might use to spark conversation.

For **HOW-TO SESSIONS**: Please also describe the concrete product or experience that attendees will take away.

**SESSION ORGANIZER:**

Include name; title; institution; email address; phone number.

**OTHER PARTICIPANTS:**

List no more than 3. Include name; title; institution; email address

If your proposal is accepted, it is with the understanding that the listed participants will not change. If the proposed session is selected, any changes to participants will need to be approved by the MMA Programs Committee.

**AGREEMENT**

Please read and accept the statements at the end of the form.

## 2017 MMA Conference—Call for Session Proposals

PROPOSED SESSION TITLE (12 words or less):

CONFERENCE TRACK: Select one.

- Leadership (conference theme)
- Collections
- Visitor Experience
- Administration/Organizational Development

RELEVANCE TO CONFERENCE TRACK: (50 words or less)

CONTENT AREA: Select one.

- |                                                       |                                                          |
|-------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Accessibility                | <input type="checkbox"/> Evaluation and Research         |
| <input type="checkbox"/> Archiving                    | <input type="checkbox"/> Exhibitions                     |
| <input type="checkbox"/> Collections and Registration | <input type="checkbox"/> Interpretation                  |
| <input type="checkbox"/> Community Engagement         | <input type="checkbox"/> Leadership and Administration   |
| <input type="checkbox"/> Conservation                 | <input type="checkbox"/> Marketing                       |
| <input type="checkbox"/> Development and Fundraising  | <input type="checkbox"/> Membership and Visitor Services |
| <input type="checkbox"/> Digitization                 | <input type="checkbox"/> Visitor Experience              |
| <input type="checkbox"/> Diversity and Inclusion      | <input type="checkbox"/> Volunteers                      |
| <input type="checkbox"/> Education and Programming    | <input type="checkbox"/> Other:                          |

SESSION FORMAT: Select one.

- Panel:
- Campfire:
- How-to:

SESSION DESCRIPTION (100 words or less):

SESSION DISCUSSION: (300 words or less):

SESSION ORGANIZER: Include name; title; institution; email address; phone number

OTHER PARTICIPANTS (list no more than 3): Include name; title; institution; email address

#### AGREEMENT

- By submitting this proposal, I understand and agree to the following:
- I understand that as the session organizer, I am the primary point of contact with MMA. It is my responsibility to communicate with the other participants in my session.
- If accepted, the session organizer will review and approve the session description by May 1, 2018
- If accepted, the session organizer and the other session participants will register for the conference by July 31, 2018
- If accepted, the day and time of the session is at the discretion of the MMA Programs Committee
- MMA may elect to use my session description and other publicly available digital content (social media profiles, published papers, exhibits produced, etc.) in their publicity efforts.

I agree