MUSEUM ASSOCIATION OF NEW YORK

Proposal Submission Form
The Power of Partnership
March 29 - 31, 2020, Albany, NY

Please refer to the **Call for Proposals** for information about the conference theme. Proposals are due via email at conference@nysmuseums.org **before 5 PM on October 25, 2019** and should be submitted as a word document attachment.

This proposal is for a:

- ☐ Saturday Pre-Conference Workshop
  Sessions must incorporate interactive elements and range from 2-3 hours
  Additional fee may be added to registration to cover presenter's materials and lunch
- ☐ Sunday Lunch Affinity Group Topic
- ☐ One 75-minute Session
- ☐ One 90-minute Session
- ☐ 10x10 Presentation: 10 slides in 10-minutes (EMP/students only, limited acceptance)
- ☐ Tuesday Capstone Experience 2 to 3-Hour Session
  Locations must be within 30 miles of The New York State Capital

Please indicate your proposed format

- ☐ Structured Conversation/Discussion
- ☐ Experiential/Interactive
- ☐ Forum/Panel
- ☐ Other:

Please indicate all categories to which your proposal relates

- ☐ Administration
- ☐ Accessibility
- ☐ Audience Engagement
- ☐ Collections
- ☐ Diversity
- ☐ Earned Income
- ☐ Equity
- ☐ Exhibitions
- ☐ Facilities
- ☐ Fundraising
- ☐ Governance
- ☐ Inclusion
- ☐ Interpretation
- ☐ Leadership
- ☐ Mission and Planning
- ☐ Shared Spaces
- ☐ Sustainable Institutions
- ☐ Technology
- ☐ Traveling Exhibitions

Other:

Session Title (20 words or less)

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

Proposal Submitter (Lead Presenter)

This should be the primary point of contact for all session communications including acceptance notification, AV equipment needs, and changes to panel. This individual will be responsible for communicating all information to fellow presenters.

Name	
Title	
Institution	
Phone	
Email	

Proposal Summary (500 words or less)

Describe how are you addressing the conference themes of The Power of Partnership as described in the Call for Proposals. Describe the **issue or challenge** the proposed program will address. **Use examples** from other museums, nonprofits or for-profits **to illustrate how the issue or challenge is being addressed in an innovative, adaptable, fun or enterprising wa**y. 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 **include multiple presenters with diverse perspectives, share best practices, and/or maximize opportunities for meaningful conversations**.

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

Additional Presenter

Name	
Title	
Institution	
Phone	
Email	
Short Bio (75 words)	

Additional Presenter

Name	
Title	
Institution	
Phone	
Email	
Short Bio (75 words)	

Additional Presenter

Name	
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Short Bio (75 words or less)	

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 2020

☐ I am willing to share my presentation on a members' only section of the MANY website after the conference

Please Read This Page Carefully

By submitting this proposal, I understand and accept that:

- 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
- As **Lead Presenter (submitter)**, I am responsible for all additional presenters and will inform all additional presenters of MANY's conference policies
- All presenters must participate in session
- **All presenters must register for the conference (presenter rate available)**
- Conference presenters do not receive an honorarium or travel expenses
- **Presenters are required to provide their own handouts** (50 copies)
- 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.
- **Lead Presenter** 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:** Proposals 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 presenters or 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 25, 2019	Session Proposals due 5 PM via conference@nysmuseums.org
Early December 2019	Lead Presenters notified of proposal status
January 2020	Registration Opens