



50th Anniversary Conference Series

Developing Your Proposal

Thank you for your interest in presenting and contributing to the 2021 Alberta Museums Association (AMA) [50th Anniversary Conference Series](#). To help plan your submission, review the guidelines and question narrative below. When you're ready, submit your proposal using [our online form](#).

General Guidelines

The AMA encourages creative and innovative session proposals, including content, format, time requirements, and delivery methods. Think about how your proposal relates to one or more of the Conference Series pillars, **Reconciliation, Inclusion, Community, and Innovation**, and how you can best present that information in our flexible digital environment. Each event in the Conference Series will address all four pillars, so consider how these themes are interconnected and embedded in your museum practice.

You can propose content for a **live session** during the formal program, a **pre-conference workshop**, or **tie-in content**, such as blogs, videos, podcasts, and more. Review the options [below](#) to preview the submission questions for each format. If you are interested in presenting or contributing by a method not specifically listed under your chosen stream, you will have the option to propose your preferred format.

The AMA also encourages sessions that are practical, skills-based, and discussion-based, feature multiple institutions, feature underrepresented voices, and / or are applicable to all sizes of institution. Include as much detail as you can about your idea and format in your proposal to help our Program Committee make their selections.

The [Call for Proposals](#) will be available on an ongoing basis with a submission deadline ahead of each event.

Submit your proposal by:	To be considered for:
January 11	March 18
April 12	June 17
July 12	September 16
September 13	November 18

Submit your proposal early. This will allow us to give due consideration to your proposal if the Program Committee feels your idea can be strengthened with revisions, or if your submission is better suited to an event later in the series. If you have multiple proposals, you are welcome to submit them across all four events.

All proposals will be reviewed by the AMA's Conference Program Committee. The AMA Secretariat is happy to provide feedback on proposals before they are submitted for review. Contact learning@museums.ab.ca with your ideas and questions.

Your Submission

Each submission will require the **Name, Title, Institution**, and **Contact Information** for each of your presenters or contributors. You may include up to three people in your submission. If your proposal involves more people, please contact learning@museums.ab.ca before submitting.

If your proposal is selected, you will be asked to provide a headshot image for each contributor, and the AMA will use the content from your proposal to develop our Conference promotions.

Select Your Format

You will be asked for your preferred format for your proposal. Choose one of:

- **Live Event Session** (including discussion, presentation, lightning talk, panel, case study, workshop, facilitated networking, or other opportunity during the formal Conference program.)
- **Pre-Conference Workshop** (longer-format interactive session for in-depth topics or skills development held before the formal start of the Conference program.)
- **Tie-In Content** (including blog, recorded video, podcast, or other formats, presented alongside the formal Conference program.)

Please note that the Program Committee may re-categorize submissions as appropriate to meet the available opportunities.

Option 1 - Live Event Session

If you select Live Event Session, you will be asked to provide your **proposed session title**.

You will be asked to select the **session format type** that best describes your proposed session from the list below. Except where otherwise indicated, sessions are 45 minutes including time for a Q & A period, though you are welcome to suggest your own length or format if it better fits your proposal. Select from:

- Discussion
- Case Study
- Panel
- Workshop
- Facilitated Networking
- Lightning Talk (5 minutes)
- Other (suggest your own format and time!)

You will then be asked for a **session summary (300 words or less)**. This is your chance to outline the key points and main themes of your proposed session. Think about how you would “sell” your session to the Program Committee!

Select which of the **Conference Series pillars** or other major themes your proposal relates to. You may select multiple pillars.

- Celebration / 50th Anniversary
- Community
- Inclusion
- Innovation
- Reconciliation
- Skills Development
- Other (please specify)

Describe **how this session addresses the Conference pillars (200 words or less)**, including how you will address overlap and connection if you selected more than one.

Describe the **intended audience (50 words or less)**, including if the session is intended for entry-level, emerging, mid-career, established, or senior staff? For volunteers or board members? For small, medium, or large-sized institutions? For specific staff (e.g. curators, administrators)?

Tell the Program Committee **why your session is important (25 words or less)**. This is your last chance to share just how innovative, creative, and relevant you and your content are to the 2021 Conference Series!

Please include **up to three discussion prompts or questions (20 words or less each)** about your session. If your proposal is selected, the AMA will use this material, along with your answers above, in our Conference promotions.

Option 2 - Pre-Conference Workshop

If you select Pre-Conference Workshop, you will be asked to provide your **proposed workshop title**.

You will be asked to outline the **proposed time requirements and format**, including how you will effectively facilitate the workshop in a digital environment (**100 words or less**). Include any suggested capacity limits if you require them.

You will then be asked to provide a **workshop summary (300 words or less)**. This is your chance to outline the key points and main themes of your proposed workshop. Think about how you would “sell” your session to the Program Committee!

Select which of the **Conference Series pillars** or other major themes your proposal relates to. You may select multiple pillars.

- Celebration / 50th Anniversary
- Community
- Inclusion
- Innovation
- Reconciliation
- Skills Development
- Other (please specify)

Describe **how this session addresses the Conference pillars (200 words or less)**, including how you will address overlap and connection if you selected more than one.

You will be asked to **describe the intended learning outcomes (200 words or less)** of your workshop. This is your opportunity to outline the takeaways and key points attendees will gain by participating in your workshop. If you have proposed resources such as handouts or worksheets, you can include them here as well.

You will be asked **how your workshop addresses a need in Alberta museums and / or their communities (100 words or less)**.

We want to know about you! Explain **why you and your fellow presenters are best suited to deliver this workshop (100 words or less)**.

Describe the **intended audience (50 words or less)**, including if the session is intended for entry-level, emerging, mid-career, established, or senior staff? For volunteers or board members? For small, medium, or large-sized institutions? For specific staff (e.g. curators, administrators)?

Tell the Program Committee **why your workshop is important (25 words or less)**. This is your last chance to share just how innovative, creative, and relevant you and your content are to the 2021 Conference Series!

Please include **up to three discussion prompts or questions (20 words or less each)** about your workshop. If your proposal is selected, the AMA will use this material, along with your answers above, in our Conference promotions.

Option 3 - Tie-In Content

If you select Tie-In Content, you will be asked to provide your **proposed title**.

Select your **content format type** from the list provided, or suggest your own.

- Blog post (1,000 words maximum)
- Recorded video (15 minutes maximum)
- Audio / Podcast Segment (15 minutes maximum)
- Other (suggest your own format!)

Select which of the **Conference Series pillars** or other major themes your proposal relates to. You may select multiple pillars.

- Celebration / 50th Anniversary
- Community
- Inclusion
- Innovation
- Reconciliation
- Skills Development
- Other (please specify)

Describe **how this proposal addresses the Conference pillars (200 words or less)**, including how you will address overlap and connection if you selected more than one.

Explain the **main topic, content, and format of your proposed contribution (300 words or less)** as a summary for the Program Committee.

Finally, tell the Program Committee **why you and your co-contributors are best suited to contribute this content (50 words or less)**. This is your last chance to share just how innovative, creative, and relevant you and your content are to the 2021 Conference Series!

Supplementary Images

Optional: If available, please attach up to three high resolution images that represent your session, pre-conference workshop, or tie-in content for use in our Conference promotions. If these are not available, they can be submitted if your proposal is selected along with presenters' headshots.

Have more questions about submitting your proposal? Please contact us at learning@museums.ab.ca.