



MUSEUM ASSOCIATION  
OF NEW YORK

**Visioning Change**  
**April 8 - 10, 2018**  
**Rochester, NY**

**Conference Proposal Form**

*Please refer to the "Call for Proposals" for information about the conference theme and "Museum Must Haves" submitted by 2017 conference attendees.*

Proposal Title (20 words or less)

Lead Proposal Information (name, contact email, contact phone)

Proposal Description for Public Dissemination (50 words or less)

**Proposal Summary (500 words or less)**

On the following page, Describe how are you addressing the conference theme Visioning Change. If you are submitting this proposal in response to a "Museum Must-Have", describe how your session will address the issue and advance museum best practices. 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 way. 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 utilize multiple perspectives, share best practices, and/or maximize opportunities for meaningful conversations.



This proposal is for a:

- Single 75-minute Session
- Double 3-Hour Session
- 10 slides in 10 minutes presentation (EMP/students only – limited acceptance; honorarium may be available)

If you are proposing a single session, please indicate your presentation format

- Structured Conversation/Discussion
- Experiential/Interactive
- Forum/Panel
- Other: \_\_\_\_\_

Please indicate all categories to which your proposal relates

- |                                         |                                                   |
|-----------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Leadership               |
| <input type="checkbox"/> Collections    | <input type="checkbox"/> Mission and Planning     |
| <input type="checkbox"/> Governance     | <input type="checkbox"/> Sustainable Institutions |
| <input type="checkbox"/> Interpretation | <input type="checkbox"/> Technology               |
| <input type="checkbox"/> Exhibitions    | <input type="checkbox"/> Audience Engagement      |

## Presenter Information

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

### Lead Presenter

Name	
Title	
Institution	
Phone	
Email	
Short Bio (75 words or less)	

### Additional Presenter

Name	
Title	
Institution	
Phone	
Email	
Short Bio (75 words or less)	

### Additional Presenter

Name	
Title	
Institution	
Phone	
Email	
Short Bio (75 words or less)	

### Additional Presenter

Name	
Title	
Institution	
Phone	
Email	
Short Bio (75 words or less)	

## Proposal Assurances

By submitting this document to [conference@manyonline.org](mailto:conference@manyonline.org) in **Word Doc** or **Rich Text Format**, 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**, I am responsible for all additional presenters and will inform all additional presenters of MANY's conference policies
- ❖ All presenters must participate in session
- ❖ Conference presenters do not receive an honorarium or travel expenses
- ❖ **Presenters are required to provide their own handouts** (60 copies suggested)
- ❖ 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 reserve the right to make final decisions on number/type of audio-visual equipment based on availability and expense, if technology requirements exceed a laptop and digital projector
- ❖ **\*\*\*FOR INDUSTRY MEMBERS, VENDORS, AND CORPORATE SPONSORS: My proposal includes cultural institution staff and will not be used solely for self-promotion services or sales\*\*\***

Please indicate the following

Please contact me about presenting my session again at another location in 2018

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

## **TO SUBMIT THIS FORM, YOU MUST CHECK THE FOLLOWING:**

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

### DATES TO REMEMBER

October 31, 2017	Deadline for proposal submissions (Email: <a href="mailto:conference@manyonline.org">conference@manyonline.org</a> )
Early December 2017	Notification of proposal status
April 8-10, 2018	Annual Conference