Western Altitude / Western Attitude

MPMA Annual Conference:

Call for Session/Workshop Proposals

Proposals Due: January 13, 2017

**Dear Colleagues,**

We invite you to present at the 2017 Mountain-Plains Museums Association annual conference in Denver, Colorado. The conference Western Altitude / Western Attitude will take place October 15-19, 2017.

**Our Host City:**

Denver is the capital and largest city of the state of Colorado and the fastest growing major city in the US. States. It dates back to the Old West era when cowboys like Buffalo Bill roamed the prairies. Today, it is known as a jumping-off point for ski resorts in the nearby Rocky Mountains and for its nickname, the Mil*e-High City* because its official elevation is exactly one mile (5,280 ft).

**Our Conference Theme:**

From sandy beaches at sea level, to high plains and prairies, to the rugged peaks of the Rocky Mountains--- the ten states of MPMA encompass great variety in altitude, climate, landscape, history and people. In Denver, the Mile High City, our Western Altitude/Western Attitude conference will celebrate the challenges, resilience, and successes created by that diversity. We invite proposals that focus on those unique qualities and “Western Attitude” of museums in our region. Please keep the theme in mind when working on your proposal.

The Program Committee seeks proposals that are new and innovative. Successful proposals will be creative and address old and new issues in such a way that will apply to a variety of cultural institutions. What can we learn from your institution, and others you know of, that are working to meet today’s challenges and that exemplify Western Altitude/Western Attitude? Share your successes and failures with your colleagues.

Sincerely,

Ann Billesbach, Program Committee Co-Chair Susan Hawksworth, Program Committee Co-Chair

Associate Director, Education and Interpretation Director

Nebraska State Historical Society Smokey Hill Museum

Lincoln, NE Salina, KS

MPMA 2017 Conference

**Western Altitude / Western Attitude**

**Program Proposal Information**

Information found in this packet includes:

**Page 1**: Invitation to Participate

**Page 2**: Proposal Submission information and Important Deadlines

**Page 3-5:** Proposal Form

*Please complete the entire form before submitting.* ***PLEASE NOTE****: Incomplete and single-speaker (sessions only) proposals will not be reviewed by the Program Committee.*

**Page 6:** Presenters’ Commitment

*This section is VERY IMPORTANT! Please read and understand this section before you agree to chair a program or ask others to join you.* **You must sign the bottom of page 6 signifying you have read and understood this section.** *Unsigned Proposals will not be reviewed.*

**Page 7:** Additional Guidelines and Requirements for Conference Presenters

 *Includes helpful suggestions for creating your program and MPMA requirements once accepted*

**Page 8:** Suggested Program Formats

*We are looking for creative, innovative, engaging sessions and workshops that address the conference theme. To insure our attendees have a dynamic experience at the conference, we encourage you to consider a variety of formats for your submitted program. A list of formats that have proved successful can be found on page 8.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPOSAL SUBMISSION**

Proposals must be submitted on the attached Proposal Form. Submit proposals via email to MPMA Program Committee Co-Chair: Ann Billesbach, ann.billesbach@nebraska.gov .

**IMPORTANT DEADLINES**

Proposal Deadline: January 13, 2017 Notification from the Program Committee: March 24, 2017

Acceptance by Moderators: March 31, 2017 Final session/workshop text submitted: April 3, 2017

Last Day to withdraw Proposal: April 7, 2017 Preliminary Program out: May 7, 2017

AV and room setup requests: June 13, 2017

**All proposals will receive a notification of acceptance or rejection by March 24, 2017**

**Proposal Form**

**NOTE**: During the review process a member of the Program Committee may contact chairs for clarification or further information. The Program Committee will contact proposers as soon as decisions have been made. At that time, chairs are expected to confirm their panelists’ commitment to participate and register for the conference.

Members of the 2017 Program Committee have been chosen for their experience in the field and respect of their peers. They also bring a broad network of contacts. As a result, they may ask you to make changes to your proposal or speaker list if they think changes will strengthen the quality of your proposal. Your cooperation in working with the Committee on recommended changes is required to assure acceptance of your proposal.

If you submitted a proposal, but have not heard from MPMA by March 24th, you must contact MPMA about its status. MPMA will not contact you. It is your obligation to ensure that MPMA received and reviewed your proposal.

**Program Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please consider your title carefully. It is important as it can persuade or dissuade folks from attending. We like creative titles, but be careful: cute titles often mislead the intent behind the main topic. Also, go shorter rather than longer; shorter is usually clearer. The line above is short for that reason.

**Program Format: \_\_\_\_\_Session \_\_\_\_\_Workshop**

**Submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Place a number (1, 2 or 3) in the most appropriate category for your program **(LIMIT 3).** Number in order of importance (1= most important).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Administration |  | Development/Membership |  | Shops |
|  | Archives/Libraries |  | Education/Audience Research |  | Small Museums |
|  | Collections |  | Exhibits |  | Technology |
|  | Commercial/For Profit |  | Facilities/Security |  | Visitor Services/Volunteers |
|  | Community Engagement/Tourism |  | Indigenous |  |  |

1. **Program Abstract (150 words maximum):** *This is your opportunity to “sell” your program to the Program Committee. Describe the program, how it relates to the conference theme and what makes it unique from other sessions*.
2. **Outcomes** **– Workshops only (100 words maximum):** *What will attendees gain, learn, or be able to do after attending your workshop? Be as specific as possible and provide a list if possible.*

**Session/Workshop Marketing**

1. **Program Title and Description:** *Title needs to reflect actual program and be identifiable to anyone seeing only the title and not the full description.*

 **Title (3-4 words max):**

**Description (2 sentences max):** *This brief description will be used for marketing and needs to be succinct yet informative.*

1. **Program Description: (50 words maximum*):*** *For use in printed annual meeting program guide. Be succinct yet informative.*  ***May be edited to fit space.***

**Please list all the participants including the chair – no more than 3 panelists**

Program Chair Name (Can also be a presenter):

Title:

Institution:

Mailing Address:

City, State, Zip:

Phone:

Email:

Presenter 2 Name:

Title:

Institution:

Mailing Address:

City, State, Zip:

Phone:

Email:

Presenter 3 Name:

Title:

Institution:

Mailing Address:

City, State, Zip:

Phone:

Email:

**Presenter’s Commitment**

This section is **VERY IMPORTANT!**

**Before you agree to chair a session or workshop or to ask others to join you, note the following:**

I understand that all presenters must register for the conference for the day on which they are presenting. If they plan on attending any sessions or workshops other than the one in which they are participating they must register for the full conference.

I understand that MPMA does not have special rates nor does it pay for travel expenses or stipends for presenters.

I understand that it is the chair’s responsibility to ensure all panelists attend the conference. MPMA will ask you to do this.

I understand that it is the program chair’s responsibility to notify MPMA and its program committee liaison if the panelists are not able to present the program at the conference **BEFORE** the Preliminary program is printed. Last day to withdraw is April 7, 2017. Repeated withdrawals can result in rejection of future proposals.

I understand that it is the responsibility of program chairs to forward relevant correspondence from MPMA to its presenters (i.e., the preliminary and final programs so they can see schedule and room assignments for sessions and workshops). MPMA will not be in direct contact with presenters. It will contact chairs only.

I understand that for PowerPoint Presentations, panelists must bring their own laptop and a disk. Or that all presentations will be placed on one laptop, disk or flash drive **BEFORE** the session or workshop.

I understand that MACs are often incompatible with LCD projectors. If any of my presenters do bring a Mac, they will bring their own adaptor cables and projector. MPMA will **NOT** provide Mac projectors or adaptors.

I understand that MPMA will **NOT** provide the following: speakers, recorders, mic, laptops, overhead projectors and other specialized equipment. **I also understand that MPMA will NOT provide Internet access during the session.**

I understand that MPMA will provide AV cart, screen, and LCD projector in each room, but can accommodate those who provide their own projector.

**STOP!!!**

Before submitting the Proposal Form, verify that you have read the *Presenters Commitment*.

**I have read the Presenters Commitment and understand all that I am responsible for:**

**(presentation title)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Guidelines for Conference Presenters**

**Chairs:** Each program must have a chairperson responsible for finding other speakers and coordinating logistics. Chairs are the main contact between MPMA and their panelists. MPMA will NOT contact panelists. Chairs will be expected to have their panelists register for the conference. Chairs will confirm with panelist before program is printed.

**Time:** All sessions are one hour and fifteen minutes (75 minutes). Workshops are three hours. You ***must*** include time for questions and answers within this timeframe.

**How to Select a Topic:** Think of this as sharing ideas you have or challenges you’ve experienced with the field while encouraging discussion of significant issues among your colleagues.

**For-Profit**: For-profit companies that desire to submit a program proposal must exhibit or provide the equivalent amount in sponsorship for the conference. See *MPMA Guidelines for Commercial Programs*. There are a limited number of slots available.

**AV, Internet and Room Arrangements**: Chairs must submit AV and room arrangement requests to MPMA BEFORE THE CONFERENCE. MPMA will not provide INTERNET, laptops, overhead projectors, or carousel projectors. Also no audio support such as speakers, mixers and handheld mics are provided for sessions/workshops. MPMA will provide LCD projectors, but they may not be compatible with Macs. Chairs are expected to convey this information to their panelists.

**Selecting Your Chair and Panelists**: Every program must have a chairperson who is responsible for the organization and management of the program including logistics, requests for materials and equipment, communication with participants and MPMA staff, and leading the program itself. Most programs include one chairperson and up to three presenters. If more than three panelists are listed, the program committee may accept the proposal but will remove panelists as it deems appropriate. **A single panelist is discouraged**. Panelists should bring balance to the presentation. Panelists from different museums and states are encouraged.

**Registration Fees & Cost:** Chairs and panelists must register for the annual meeting for the day on which they speak. Speakers are encouraged to take advantage of their attendance and register for the full meeting. MPMA does not pay travel costs or honoraria for any program chairs or panelists. Program chairs are responsible for making sure that all panelists register for the annual meeting.

**SUGGESTED SESSION and WORKSHOP FORMATS**

**A Panel** typically has more than one main speaker and examines problems and issues, often with contrasting perspectives. Each panel must have a chair and may have up to three additional speakers. Panel sessions are normally 75 minutes including ample time for questions and answers.

**A Roundtable** considers a specific issue in an informal group discussion led by one or two session leaders (including the chairperson). Discussion leaders should use effective techniques to stimulate maximum group participation.

1. **A Point/Counterpoint** session has two speakers who each take an opposing viewpoint on a current issue or hot topic in the field. This lively debate is followed by ample time for audience discussion.

**A Theatre/Performance** session has at least two speakers or presenters. The session goal is to demonstrate performance as an interpretive and programming tool. The session should include performances as well as a program overview and evaluation. The 75-minute session should include time for discussion and questions and answers.

**A Question and Answer** session with at least two experts to field audience questions about a specific topic that is relevant to museums, such as curation, exhibits/ interpretation, education or collections management.

**A Workshop** teaches special skills in a small group setting. Workshops are led by experts and include appropriate printed materials that workshop leaders provide. Successful workshops are hands-on, participatory, practical sessions. They are scheduled on the day preceding the Annual Conference (usually Monday). They are half-day, 3 hours only and are held at the conference hotel. MPMA generally cannot make exceptions to this scheduling; however, you may contact MPMA to discuss this. Note: MPMA does NOT provide transportation for offsite training. It also does NOT provide handouts. The workshop chair may set a limit for enrollment. Proposals should specify particular skills the workshop will teach as well as methods and techniques instructors will use. There are a limited number of slots for these. Presenters are responsible for handouts.

**Do you have a unique, unusual or different idea for a session format? Let us know and we will try to accommodate your ideas.** Examples of different formats include, but are not limited to “Speed Dating with Experts,” “Progressive Idea Buffet,” “Speed Topics,” and “Current Event Discussion.”