2023 FAMF ANNUAL CONFERENCE
REQUEST FOR SESSION PROPOSALS

THEME: “Engaging & Empowering Communities”
DATE/LOCATION: September/October, Central Florida
SESSION PROPOSAL DEADLINE: **March 8, 2023**

Session Proposal Guidelines & Requirements

Developing Your FAM Session Proposal

Session proposals should help the Program Review Committee understand what you intend to do and how it benefits your colleagues. To inspire the creativity of a wide range of conference attendees, FAMF suggests that each session be developed to represent diverse disciplines, and/or museums of different sizes, and/or include presenters from outside the museum field.

The theme this year is "Engaging & Empowering Communities." Museums are not just buildings that house and display collections; they are dynamic institutions that engage and empower the communities they serve. Museums provide outreach and utilize the expertise of various constituents in developing programs and exhibits. Museums empower constituents through inclusion, making communities feel welcome and allowing them to see themselves in the museums they visit.

As you develop your session proposal:

- Consider how you or your institution have engaged and empowered communities and constituents? What have you learned in that process, and how can your knowledge inspire others in the field?
- Ask for input from colleagues on your topic. Can they suggest resources or good co-presenters?
- Do you have a museum-related question you would like to ask and explore, even a controversial one? Is there a problem or issue you would like to address?
- What expertise or experience do you have that would interest and benefit FAM attendees?

Session Proposal Timeline

March 8, 2023 – deadline for all proposal submissions to FAM
If you do not receive confirmation within 24 hours that your form was received, please let us know at fam@flamuseums.org. FAM is not responsible for proposals submitted but not received. **April 2022** – notification of acceptance or rejection with feedback

Looking for Session Topic Ideas?

Below are some topic ideas you can use for inspiration. Choose one to build upon, or as a spring board for something else. Of course, you're welcome and encouraged to come up with your own topic.

- Difficult Conversations
- Creative Fundraising
- Museums 101 Programs
- DEIA Programs
- Using Apps/New Technology
- Virtual-Hybrid Programming
- Hands-on programs
- Expanding Your Membership
- Evaluating Visitor Engagement
- Digitizing standards and resources
- Community Collaborations
- Small Museum Best Practices
- Diversifying your Collections
- Volunteer Management
- Emergency Planning
- Earned income strategies
- Social Media and Marketing
- Board Engagement
- Engaging New Audiences
- Traveling Exhibitions
- Strategic or Interpretive Planning
- Addressing High Turnover
- Grant Opportunities
- Targeting Tourism
- Advocacy How-To
- Accreditation Guidance

Session Format

The Session Format is where you will choose one of the options that best describes how the audience will participate in the session. For instance, are they listening to experts? Questions and debates? Joining a hands-on activity? Sharing knowledge in a roundtable setting?

We've found that the most highly rated sessions are those where presenters create a dialogue with their audience. Roundtables, small group activities and discussions are engaging ways to educate others and share your expertise. Don't be afraid to ask questions throughout the session and involve your audience in the discussion. Ask yourself if you really need PowerPoint. If so, don't rely solely on visual aids.

Consider an alternative format other than Presentation format. Below are a few examples:

- **Conversation**. A five to ten-minute presentation around a question or issue, followed by a conversation with the audience. You can repeat this format several times with different speakers.
- **Exercise**. Small groups are given a case or problem to discuss, or a hands-on activity. This process ends with a large group discussion guided by the session leader.
- **Debate**. Panelists with opposing points of view debate questions on a topic asked by a moderator. This is a great format for controversial topics. The audience has time at the end to ask questions.

Session Overview

The Session Overview (total 150 words or less), is where you will tell us about:

- Audience – Why do you think the audience is interested in engaging around this topic? Who are you trying to reach?
- Focus – What challenges or issues will presenters or attendees solve, think about, or debate? From what perspective will you approach the topic?
- Outcomes – What will the presenters and attendees gain, learn, or be better able to do after attending the session?
- Relevance – Is the topic important or timely? Will it illustrate best practices and standards? Does it offer insights? Is it provocative or controversial?
- Don't forget to tell us why your session is important and why it should be included!

Session Description

The Session Description is what goes in the program book. Integrate all the components above into a description (75 words max) that will help conference attendees see why they should participate in this session. FAM reserves the right to edit your description and session title.

Session Evaluation Criteria

Session proposals are evaluated by the FAM Program Review Committee (a panel of your peers) using the following criteria:

- The topic is important or timely.
- The format offers meaningful conversations with the audience.
- The focus and learning outcomes are thoughtfully articulated.
- The session proposal ideas and session organization are well conceived and developed.
- The qualifications of the presenters support the purpose of the session proposal.
- The proposal offers diverse and broad perspectives, as appropriate to the topic, from presenters who represent a range of disciplines (i.e. history, art, science), cultural perspectives, geographic locations, and/or museum size

Note: Proposals will not be accepted if they appear to be product or service endorsements.

FAMF Conference Registration Policy

The purpose of our conference is to share information, network, and get to know colleagues. To encourage dialogue in the halls and at evening events, **we require ALL presenters to register (and pay for) one day attendance or full conference registration**. Evening events are included in the registration fee to facilitate informal Q&A with our expert presenters.

The Program Review Committee will waive the registration fee for presenters outside the museum field (that request must be made on the session proposal form). **Presenters from outside the museum field who do not wish to stay beyond their session are the only exception to the registration rule**.

Presenter Requirements

Presenters should be involved in museum or museum-related work. This applies to staff at libraries, archives, government entities, students, and independent professionals in a museum-related field. Presenter requirements are as follows:

- Presenters from museums must either be a FAM individual member or staff of an institutional member. If you are not a current member, we welcome your membership.
- Presenters from consulting and commercial firms who derive their source of income from providing goods or services to museums must be exhibitors in the Expo Hall or be a FAM partner member.
- At least one presenter in each session proposal must be currently employed at a Florida museum.
- Proposals must include ALL contact information for each presenter: name, title, organization, telephone, and e-mail address. Please do not use acronyms or abbreviations and make sure the information is publishable (i.e. organization names and titles are accurate). FAM is not responsible for misspellings submitted in the proposal.
- **All presenters must be confirmed by April 1, 2023.**
- If any presenters change after proposal submission, the session leader will report it to fam@flamuseums.org as soon as possible. We can not guarantee that changes made after June 1, 2023 will be reflected in the conference program.

Click here for Session Proposal Form

Bring & Brag

Bring & Brag is a general session during the conference in which there are multiple short presentations. There is a separate proposal form for participation in this general session. Bring & Brag provides your organization an opportunity to present best practices, new innovations, and other achievements over the last year of which you are particularly proud. Presentations are limited to five minutes each. If you are interested in participating in Bring and Brag, please fill out the Bring and Brag form.

Click here for Bring and Brag Proposal Form