



REQUEST FOR SESSION PROPOSALS

THEME: "Soaring to New Heights"

DATE/LOCATION: September 22-25, 2026, West Palm Beach

SESSION PROPOSAL DEADLINE: **June 17, 2026**

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, FAM 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.

This year's theme, "Soaring to New Heights," celebrates the momentum, innovation, and vision shaping Florida's museums and cultural institutions. As trusted stewards of our state's history, art, science, and environment, museums continue to expand their impact through creative partnerships, dynamic programming, and meaningful community engagement. This theme reflects the collective ambition of Florida's museum field to rise above challenges, embrace new opportunities, and inspire audiences through transformative experiences that elevate learning, preservation, and cultural connection across the state.

Session Proposal Timeline

June 17, 2026 – deadline for all proposal submissions to FAM

You should receive confirmation immediately after submitting. If you do not receive confirmation, please let us know at fam@flamuseums.org. **June 2026** – notification of acceptance or rejection with feedback

Session Format

We've found that the highest-rated sessions are those in which presenters engage their audience in dialogue. This includes:

- Roundtables
- Small group activities
- Interactive discussions

These are examples of ways to engage your audience. 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. You can also consider an alternative format other than the 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 that engage 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 an individual FAM 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 should be confirmed by August 14th.**
- If any presenters change after proposal submission, the session leader will report it to fam@flamuseums.org as soon as possible. We cannot guarantee that changes made after September 1, 2026, will be reflected in the conference program.

Submit Your Proposal