**2020 ANNUAL MEETING**

**SESSION & WORKSHOP PROPOSAL WORKSHEET**

WMA has moved to an online form for sessions and workshops proposals. This worksheet is intended for you individually, or with other members of your group, to work through the details of your proposed session or workshop, including format, learning outcomes, presenters, etc. The information in this worksheet will enable you to easily input the complete information on all speakers and presentation details into the Online Proposal Form.

**SUBMISSION DEADLINE: November 22nd, 2019**

**Proposer Name: Proposer Email:**

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**Please refer to the** [**Proposal Guidelines**](http://westmuse.org/sites/westmuse.org/files/documents/WMA2019/WMA2019_Proposal_Guidelines.pdf) **while filling out this form**

**Session or Workshop Abstract:**

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**Section 1: Session & Workshop Information**

What is your session or workshop about? What will attendees learn from it? How does it fit in with the 2020 theme FORWARD? Explore your ideas here:

|  |  |
| --- | --- |
| 1. **Title**   *Maximum of* ***10 words****.* |  |
| 1. **Description**   *Maximum of* ***75 words****. The overall focus and goal of the session or workshop. Key points and supporting topics. Should persuade your target audience to participate. If the session is accepted, this will be used in the Program\** |  |
| 1. **Is this a session or workshop?** |  |
| 1. **Session Format**   *Describe the session or workshop format* [*Examples of session formats here*](http://westmuse.org/sites/westmuse.org/files/documents/WMA2019/Session%20Structures.pdf)*.* |  |
| 1. **Uniqueness & Relevance**   *Sum up why your session or workshop is innovative and relevant in* ***25 words*** *or less.* |  |
| 1. **Objectives / Learning Outcomes**   *Maximum of* ***250 words****. Clearly describe (up to three) objectives and potential learning outcomes of the session or workshop. Objectives set the direction and keep it focused. Your audience should be inspired to take action in their own organizations.* |  |
| 1. **Engagement**   *Maximum of* ***75 words****. Describe the intended audience participation strategies and resources needed.* |  |
| 1. **Audience**   *Maximum of* ***20 words****. Describe the intended audience (emerging professional, senior level, curators, beginners, etc.).* |  |
| 1. **Relationship to Theme**   *Maximum* ***75 words****. Does your session or workshop relate to 2020 theme of FORWARD?* |  |
| 1. **If this is a workshop, do you have an participant fee?**   *If yes, please list and describe what the fee covers.* |  |
| **K. Additional Comments** *Is there anything else we should know?* |  |

**For Proposal FAQ** please visit: westmuse.org/rfp

**Questions?** WMA staff is happy to discuss your ideas.

Contact WMA staff at [proposals@westmuse.org](mailto:proposals@westmuse.org)

**Section 2: Presenters & Moderator Information**

Each session is limited up to 3 presenters and 1 moderator. Who will yours be? Explore your options here:

**Moderator Choice #1 Contact Information**

*Please note that the moderator should be an employee of a cultural institution if possible.*

|  |  |
| --- | --- |
| Name *(First & Last)* |  |
| Title |  |
| Institution |  |
| City, Province / State |  |
| Telephone Number |  |
| Primary email |  |
| Why has this person been chosen as a potential moderator for this session? *Maximum of* ***100 words****.* |  |
| Is this moderator confirmed? | **\_\_\_** Yes **\_\_\_** No |
| Will the moderator also present in the session? | **\_\_\_** Yes **\_\_\_** No |

***Note:*** All presenters and moderator must be confirmed by **February 15, 2020** when session proposals are revised and accepted.

**Presenter Choice #1 Contact Information**

|  |  |
| --- | --- |
| Name *(First & Last)* |  |
| Title |  |
| Institution |  |
| City, Province / State |  |
| Telephone Number |  |
| Primary email |  |
| Why has this person been chosen as a potential presenter for this session? *Maximum of* ***100 words****.* |  |
| Is this moderator confirmed? | **\_\_\_** Yes **\_\_\_** No |
| Will the moderator also present in the session? | **\_\_\_** Yes **\_\_\_** No |

**Presenter Choice #2 Contact Information**

|  |  |
| --- | --- |
| Name *(First & Last)* |  |
| Title |  |
| Institution |  |
| City, Province / State |  |
| Telephone Number |  |
| Primary email |  |
| Why has this person been chosen as a potential presenter for this session? *Maximum of* ***100 words****.* |  |
| Is this moderator confirmed? | **\_\_\_** Yes **\_\_\_** No |
| Will the moderator also present in the session? | **\_\_\_** Yes **\_\_\_** No |

**Presenter Choice #3 Contact Information**

|  |  |
| --- | --- |
| Name *(First & Last)* |  |
| Title |  |
| Institution |  |
| City, Province / State |  |
| Telephone Number |  |
| Primary email |  |
| Why has this person been chosen as a potential presenter for this session? *Maximum of* ***100 words****.* |  |
| Is this moderator confirmed? | **\_\_\_** Yes **\_\_\_** No |
| Will the moderator also present in the session? | **\_\_\_** Yes **\_\_\_** No |

**Questions?** WMA staff is happy to discuss your ideas.

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**Submission Deadline is November 22nd, 2019**