**2024 ANNUAL MEETING**

**SESSION & WORKSHOP PROPOSAL WORKSHEET**

WMA utilizes 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: Friday, March 29th, 2024**

**Proposer Name: Proposer Email:**

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|  |

**Proposer Job Title: Proposer Organization: Proposer City, State:**

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**Please refer to the** [**Proposal Guidelines**](https://westmuse.org/sites/westmuse.org/files/documents/WMA2024/WMA_2024_Proposal_Guidelines.docx) **while filling out this form**

**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 2024 theme BALANCE? Explore your ideas here:

|  |  |
| --- | --- |
| 1. **Session Type**   *Please circle one.* | Regular Session/Panel (roundtable, single speaker, etc.)  Half-Day Workshop Full-Day Workshop |
| 1. **If this is a workshop, do you have a participant fee?**   *If yes, list and describe what the fee covers.* | \_\_\_ Yes \_\_\_ No |
| 1. **Session Title**   *Maximum of* ***10 words****.* |  |
| 1. **Session 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. **Session Track**   *Please circle one general subject category for your session.* | Visitor Experience Leadership & Career Path Indigenous Collections Community Engagement Business & Administration Other \_\_\_\_\_\_\_\_ |
| 1. **Uniqueness**   *Sum up why your session or workshop is innovative in* ***25 words*** *or less.* |  |
| 1. **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 act in their own organizations.* |  |
| 1. **Audience Engagement**   *Maximum of* ***75 words****. Describe the intended audience participation strategies and resources needed.* |  |
| 1. **Session Learning Format**   *Please circle one.* | Passive Learning Active Learning Conversation |
| 1. **Session Format Style**   *Please circle one.* [*Examples of session formats here*](https://westmuse.org/sites/westmuse.org/files/documents/WMA2022/Session-Structures.pdf)*.* | Standard (2 or more panelists) Fishbowl Pecha Kucha/Ignite  Knowledge Café Speed Geeking Spectogram  Unconference Open Space Technology Other \_\_\_\_\_\_\_\_\_\_\_ |
| 1. **If this session aims to be more creative than a traditional session, please explain how.** |  |
| 1. **Session Audience**   *Please circle those that apply.* | Curators / Scientists / Historians Registrars / Collection Managers  Marketing & Communications Technology Events Planning Development / Membership Facilities Management Personnel Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Professional Level**   *Please circle the professional level of your intended audience.* | All Professional Levels / General Student Emerging Museum Professional (EMP) Mid-Career  Advanced-Career / Senior Level |
| 1. **Scalability**   *Describe how the outcomes of your session apply to multiple organization types & sizes.* |  |

**For Proposal FAQ** please visit: [westmuse.org/annual-meeting-faq](https://westmuse.org/2022-annual-meeting-faq)

**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 Contact Information**

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

|  |  |
| --- | --- |
| Name *(First & Last)* |  |
| Email Address |  |
| Job Title |  |
| Organization *(if applicable)* |  |
| City, Province/State |  |

***Note:*** *All presenters and moderator must be confirmed when session proposals are submitted*

**Presenter #1 Contact Information**

|  |  |
| --- | --- |
| Name *(First & Last)* |  |
| Email Address |  |
| Job Title |  |
| Organization *(if applicable)* |  |
| City, Province/State |  |
| Is this presenter confirmed? | **\_\_\_** Yes **\_\_\_** No |

**Presenter #2 Contact Information**

|  |  |
| --- | --- |
| Name *(First & Last)* |  |
| Email Address |  |
| Job Title |  |
| Organization *(if applicable)* |  |
| City, Province/State |  |
| Is this presenter confirmed? | **\_\_\_** Yes **\_\_\_** No |

**Presenter #3 Contact Information**

|  |  |
| --- | --- |
| Name *(First & Last)* |  |
| Email Address |  |
| Job Title |  |
| Organization *(if applicable)* |  |
| City, Province/State |  |
| Is this presenter confirmed? | **\_\_\_** Yes **\_\_\_** No |

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

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