



Smithsonian Affiliations

2019 Affiliations National Conference Proposal Guidelines

2019 Annual Conference
Washington, D.C.
June 23-26

Proposals Due: February 28, 2019

Smithsonian Affiliations invites you to submit proposals for the 2019 Affiliations National Conference.

The Theme: Leveraging Partnerships and Collaborating More Effectively

The Smithsonian Affiliations National Conference is known as the destination to exchange ideas and best practices among fellow Affiliates and Smithsonian colleagues.

For 2019, Smithsonian Affiliations is changing the idea of what the National Conference can be by asking, "**How can we collaborate more effectively? How do we leverage the power of our partnerships to shape a better future?**" Join us to learn how partnerships, programming, digital resources, and hands-on explorations can bring our collective educational resources and tools to audiences, where they are to achieve [greater reach, greater relevance, and have profound impact](#).

The Program Committee seeks proposals that focus on the following subject areas and ideas:

- Women's History: Deepen our understanding of women's contributions to America and the world
- Earth Optimism: Change our focus from problem to solution in conversations about conservation and sustainability
- Digital First: Engage audiences with digital tools and technology
- Leveraging the Smithsonian Partnership: Maximize partnerships to yield high-impact and engaging activities
- Creating Communities of Engagement: Inspire new thinking and spark new partnerships

Requirements:

Only current Smithsonian Affiliates and Smithsonian staff may submit proposals. Each session must have an organizer responsible for identifying and confirming speakers and coordinating logistics with the Smithsonian Affiliations conference planner.

Sessions may be structured in any one of the following ways:

Experiential (60 minutes)

Do a program--don't just talk about it. Immerse your colleagues in your work.

Problem Solving (60 minutes)

Participants work together to develop creative solutions to a significant problem or challenge at your site, in your community, or in the field at large.

Conversation (60 minutes)

The focus is on audience discussion and debate. One facilitator poses a question and invites attendees to participate. The facilitator monitors the discussion to keep it on track, but is not an instructor or lecturer.

Panel (60 minutes)

A panel should include one chair or moderator (who can also serve as a speaker) and up to three other speakers. Panelists should tackle a common theme, topic, or question, but provide contrasting perspectives and represent varied institutions. Presenters should allow time for Q&A. Successful panels will offer key takeaways or lessons learned for participants.

Workshop (90 minutes up to 3 hours)

Presenters demonstrate tools and resources to help participants perform their jobs more effectively. Workshops are highly interactive and demonstrate specific ideas, applications, and/or outcomes. Workshop sessions provide a hands-on experience that involves the conference participants in in-depth and active learning. Because they are longer than other session types, there will be fewer workshops than other sessions. *Workshops typically take place the day before or after the formal session days (Sunday or Wednesday).*

Writing and submitting your session proposal

Please submit fully developed and clear proposals; unclear or incomplete proposals are less likely to be accepted. The Program Committee reserves the right to make changes to any session proposal or speaker list if they feel it will strengthen the quality of your session.

Proposals must be submitted online through the Smithsonian Affiliations website. *Please note: You cannot save and return to the form once you have started your session proposal.* **Session proposals are due by 5:00 p.m. EST on February 28, 2019.** Late proposals will not be accepted.

Submit a proposal here- <https://affiliations.si.edu/conference-proposal-form/>

Additional Information:

Registration Fees & Cost—Speakers and/or Discussion Leaders must register for at least one day of the Conference. You are encouraged to take advantage of the opportunities available and register for the full Conference. Discounts are not given to speakers for meeting registration. Smithsonian Affiliations does not pay travel costs or honoraria for any session moderators or presenters. Early Bird Registration rates will be available for all interested attendees and speakers. Presenters are welcome to apply for Smithsonian Affiliations Conference Scholarships if they are applicable.

Scheduling Sessions—Smithsonian Affiliations conference planning staff will assign all session times and dates. Submission of a proposal indicates your willingness to accept the schedule as

assigned during any day of the Conference (June 23-26). You may request a specific date or time (use the additional information box at the end of the form to provide this information.); however, we cannot guarantee that we can honor all requests.

When will you be contacted after submitting a proposal?

The Program Committee will review session proposals in March 2019. You will be notified by the end of March if your session has been accepted. At this point you may be asked to:

- Confirm your participation
- Submit a final list of speakers
- Clarify any details in your session description or provide more information for the session description.

How will sessions be scheduled?

The Smithsonian Affiliations conference planning team will develop a tentative schedule in March which balances offerings throughout the Conference. When you confirm your session, you must also confirm that you and all of your speakers are able to present on any conference day or time.

Information Required for the Conference Proposal

Gather the following information before beginning the online form. You cannot save and return to the form once you have started your session proposal.

Proposer Information

- Name
- Title
- Organization Name
- Phone number
- Email

Session Information

- Session Title
- Session Description (Maximum of 100 words)
- Additional Speakers/Discussion Leaders

Topics (You'll need to select one)

- **Women's History:** How can we deepen our understanding of women's contributions to America and the world through exhibitions, programs, and collections?
- **Earth Optimism:** How can we change our focus from problem to solution, from a sense of loss to one of hope, in the dialogue about conservation and sustainability?
- **Digital First:** How can we use digital tools and technologies to engage with our audiences in new ways?
- **Leveraging the Smithsonian Partnership:** How can we maximize branding, membership, and programming to yield high-impact and engaging activities with new and renewing audiences?

- **Creating Communities of Engagement:** How can we inspire new thinking? Where can we find common ground to spark new partnerships? How can we encourage new people to get involved?

Format (You'll need to choose one format. See descriptions above).

- Experiential (60 minutes)
- Problem Solving (60 minutes)
- Conversation (60 minutes)
- Panel (60 minutes)
- Workshop (90 minutes to 3 hours)

Intended Audience (Select a primary and up to two secondary audiences)

- Directors/CEOs
- Marketing, Membership, and Development
- Educators
- Curators and Collections managers
- Exhibit Developers/Designers
- Intern/Volunteer Managers

What will your session DO for the selected audiences?

- Inspire (Who?)
- Catalyze (How?)
- Grow (Where?)
- Solve (How?)
- Reach (Who?)
- Impact (How?)

Please provide one sentence explaining how you will address the question in parentheses above in your session. For example, if you chose inspire, WHO do you want to inspire through your session?

Session Plan

- Describe what will happen during your session (*Be sure to include your strategies for audience engagement and participation. Please also detail how you will highlight opportunities for collaboration--between your organization and Affiliates and/or the Smithsonian*)

Additional Information

- Use this space to include any additional information such as a particular date preference for your session or any other information that you feel may help clarify any details