Smithsonian Affiliations invites you to submit proposals for the 2020 Affiliations National Conference.

**Theme: Bolder Together**

The Smithsonian Affiliations National Conference is the destination to exchange ideas and best practices among fellow Affiliates and Smithsonian colleagues that lead to Smithsonian-Affiliate collaborations that reach new and greater audiences where they are.

For 2020, Smithsonian Affiliations is building our annual Conference as a platform to tell a fuller story—a story that asks, **“What does effective collaboration between Affiliates and the Smithsonian look like?”**  **“What does it mean to be a 21st-century national museum?”**  **“How can we be bolder together to achieve greater reach, greater relevance, and have profound impact?”** Through the lenses of the below topics, we’ll explore how partnerships, programming, digital resources, and hands-on explorations can bring our collective educational resources and tools to audiences across our nation.

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

- **PK-12 Education:** *What is your organization doing to reach PK-12 teachers and learners in innovative and impactful ways? How can we work together and with schools to be “a hub of learning and innovation”?*

- **Network Building:** *The Smithsonian-Affiliate relationship is a two-way street where our partnerships help us reach our respective strategic goals. How are you leveraging your networks and partnerships with Affiliates and the Smithsonian to become stronger organizations or develop stronger programs? How have you used peer-to-peer alliances to enhance your work in new ways?*

- **Amplifying Voices:** *Through priority programs such as the [American Women’s History Initiative](https://americanwomen.si.edu), [Earth Optimism](https://earthoptimism.si.edu), and others aimed at telling a more complete national story, the Smithsonian is engaging audiences in critical conversations around important issues. How can our collaborations bring together diverse voices to grapple with key contemporary concerns?*

Proposals do not need to be related only to educational programs, collections or exhibitions. Through the lenses of the above topic areas, proposals are encouraged to include any number of areas—museum operations, digital strategies, exhibition design, marketing and communications, social media, professional development, finance and administration, fundraising, and so on.

We especially encourage proposals that incorporate issues of diversity, equity, accessibility, and inclusion (DEAI) with the above topic areas and illustrate ways in which Affiliates and the Smithsonian are leveraging the American Alliance of Museums’ [Diversity and Inclusion Policy](https://aaalibrium.org/diversity-and-inclusion-policy).
**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. All presenters must be available to present on **any conference day or time** until final session agenda is confirmed.

**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 will take place Sunday, June 28 to allow for extended time. If you cannot be present on Sunday, please determine if another session type could work for your topic.**

**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 7, 2020.** Late proposals will not be accepted.

Submit a proposal here: [https://affiliations.si.edu/2020-conference-proposal-form/](https://affiliations.si.edu/2020-conference-proposal-form/)

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Questions? Technical Issues? Contact Elizabeth Bugbee: [BugbeeE@si.edu](mailto:BugbeeE@si.edu); 202.633.5304
**Additional Information:**

Registration Fees & Cost—Registration is not waived for speakers or discussion leaders. All 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. Early Bird rates are available for speakers/presenters. Visit the [2020 National Conference FAQs](https://www.si.edu/) for more information.

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 28-30). You may request a specific date or time (With the exception of workshops which are on Sunday ONLY. Please 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 February 2020. You will be notified in 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. See above for topic descriptions.)**

- PK-12 Education
- Network Building
- Amplifying Voices

Questions? Technical Issues? Contact Elizabeth Bugbee: BugbeeE@si.edu; 202.633.5304
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