Smithsonian Affiliations

2021 Affiliations Virtual Conference Proposal Guidelines
October 26 – 28, 2021

Proposals Due: May 14, 2021

Email affiliates@si.edu with any questions relating to the 2021 Affiliations Virtual Conference.

Smithsonian Affiliations invites you to submit proposals for the 2021 Affiliations Virtual Conference.

The Theme: Resilience, Learning, Innovation
The Smithsonian Affiliations Virtual Conference gathers Smithsonian Affiliates, Smithsonian colleagues, and invited SITES exhibitors to exchange ideas and best practices that lead to collaborations that reach new and greater audiences and respond to the needs of a 21st-century landscape.

In 2020, Smithsonian Affiliations adapted the National Conference to the moment we were in. We became a Virtual Conference almost overnight. We convened around ways to respond to the challenges of a global pandemic, racial injustice, and political divisiveness. We asked ourselves how our collaborations can tackle these critical conversations and ensure greater reach, greater relevance, and profound impact. Over three-months of programming, we heard from each other and laid the foundations for taking action and working together.

In the past year we have learned how to be resilient, to listen and learn from each other, and to be leaders in innovation. Many of our partners have shown remarkable capacity to adapt quickly and support their communities in times of turmoil, provided solace and stood together to respond and heal. We have seen our partners collaborate to help educators and educational institutions be more successful. We have watched our colleagues and partners innovate in ways we never imagined before. We invite you to join us in 2021 for our Smithsonian Affiliations Virtual Conference where our theme “Resilience, Learning, Innovation” will bring Smithsonian Affiliates and Smithsonian colleagues together to share their work and build upon the groundwork we have all started.

The Program Committee seeks proposals that focus on the following subject areas and ideas:
- Innovative K-12 education
- Systemic Racism/Racial Justice (See Our Shared Future: Reckoning with our Racial Past as an example- https://race.si.edu/)
- Environmental Justice and/or Climate Change
- Intersections of Science and Art
- Digitization of Underrepresented People and/or Collections
- Accessible, Digital projects
- Community Engagement
- Other

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, as well as education, collections, and exhibitions.

We especially encourage proposals that incorporate issues of diversity, equity, accessibility, and inclusion (DEAI) and illustrate ways in which Affiliates and the Smithsonian are leveraging the American Alliance of Museums’ 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 pre-recorded, but speakers must be available for Q&A on the date the session is scheduled.

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

Problem Solving Discussion (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.

Panel Webinar (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. Breakout rooms will not be available for panel discussions. All panel sessions will be webinars. Pre-recorded sessions are allowed, presenters are responsible for recording and submitting presentations. Presenters must be available for live Q &A if choosing to pre-record.

Workshop or Experiential Session (90 minutes up to 2 hours)
Presenters demonstrate tools and resources to help participants perform their jobs more effectively. Presenters immerse the audience in their work. These sessions are highly interactive and demonstrate specific ideas, applications, and/or outcomes. These 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. Breakout rooms may be used in this session structure, however, presenters must have staff in each room to help facilitate discussion. The session description must indicate breakout rooms will be used and what will happen in each.
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 Friday, May 14, 2021. Late proposals will not be accepted.

Submit a proposal here- https://affiliations.si.edu/2021-conference-proposal-form/

Additional Information:
Registration Fees & Cost—Registration will be waived for Speakers and/or Discussion Leaders if they are ONLY attending the session they are leading. If the individual would like to attend any additional sessions, the speaker 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 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 (October 26-28). You may request a specific date or time; 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 May 2021. You will be notified in mid-June 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 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
- Clear Session Title
- Session Description (Maximum of 200 words)
- Additional Speakers/Discussion Leaders

Topics (You'll need to select one. See above for topic descriptions.)
- Innovative K-12 education
- Systemic Racism/Racial Justice (https://race.si.edu/)
- Environmental Justice and/or Climate Change
- Intersections of Science and Art
- Digitization of Underrepresented People and/or Collections
- Accessible, Digital projects
- Community Engagement
- Other

Format (You'll need to choose one format. See descriptions above).
- Problem Solving Discussion (60 minutes)
- Panel Webinar (60 minutes)
- Workshop or Experiential Session (90 minutes to 2 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
How will your session answer one or more of these questions?

- What are the lessons that can be learned?
- How did you incorporate/think about digital?
- How does this bring PK-12 content to schools?
- Is this scalable?
- How does this foster conversations?
- How has this project/idea sparked a cultural change (meaning, how has it helped you/your team rethink how you work)?
- How were you intentional in planning/implementing/developing your project (were you more intentional about things you were already doing and fine-tuned them)?

Please provide a brief description of how you will address one to two of the above questions in your session.

Session Plan

- Describe what will happen during your session (Be sure to include your strategies for audience engagement and participation. If using breakout rooms, be specific about how those will be facilitated. 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

New for 2021: Consent to Record

When submitting your proposal, you will be asked to agree to having your session recorded. Below is a copy of the terms. If you have any questions with regard to them, please email affiliates@si.edu.

If my proposal is accepted, I understand the Smithsonian intends to record the Affiliations Conference sessions ("Event") and webcast and publicly share the recording, for example on its websites following the conference. In consideration of the opportunity to speak at the Event, I agree to the following terms and conditions:

1. I hereby give permission to the Smithsonian, and those authorized by the Smithsonian, to film, photograph, and otherwise record me, my name, likeness, voice, image, and any statements I make during the Event and any audiovisual materials (e.g., video, audio, music, photography, etc.) that I provide in advance of or present at the Event (the “Recordings”), and to use, edit, cut, duplicate, publish, distribute, publicly display or publicly perform the Recordings, in whole or in part, in any media now known or later developed (including but not limited to exhibitions, education, online, public programs, publications or promotions), in perpetuity and worldwide, without further notification or approval. I give these rights without any expectation of compensation and on an irrevocable basis.

2. I represent that the content that I contribute to the Recordings, or in advance of the Recordings (e.g., head shot or bio) is original and either that: (a) I am the owner of all rights, including but not limited to copyright, in all the audiovisual materials provided or presented; or (b) if a third party owns rights in some of the audiovisual materials.
incorporated in my presentation or materials provided, I have a license from the rights owner(s) to use such audiovisual materials as described in paragraph 1 and I have provided a copy of such license to the Smithsonian, if requested; or (c) my use of third party materials qualifies as a fair use within the meaning of U.S. copyright law and I have provided relevant information to the Smithsonian about such third party content (please see www.copyright.gov/fls/fl102.html for considerations and limitations on claiming fair use).

3. I release and hold harmless the Smithsonian from any claim, action, or demand arising out of the Smithsonian’s use of the Recordings, my name, likeness, voice, statements, image, biographic or other information, and/or my audiovisual materials, as permitted under this Agreement.

4. I will notify the Smithsonian promptly if, due to an emergency, I am unable to participate in the Event. I understand also that the Smithsonian will notify me if circumstances prompt a change to or cancellation of the Event at any time, and such will not give rise to any claims.