Proposal Guidelines
ARCS Conference 2019
Philadelphia, Pennsylvania
Philadelphia Marriott Downtown
November 7-9, 2019

Submission deadline is January 31, 2019

PROPOSAL GUIDELINES

The ARCS Board invites you to submit proposals for lively, thoughtful, and substantive sessions for our 2019 conference. Sessions may address any aspect of your work.

Conference sessions may be structured in any one of the following ways, or by any other means of delivery that is well thought out and described:

60 Minute Session: These sessions should address topics of interest to the entire membership of ARCS or more focused topics of interest to a variety of attendees. A 60 minute session may include up to three speakers and may take one of several different forms. It can be a panel discussion with a moderator who introduces the topic and presenters who formally address it in detail, a case study or report on a project, a dialog with the audience, or a demonstration.

30 Minute Session: Theses sessions should focus on a narrow topic that can be adequately explored within 30 minutes and should have only one speaker.

15 Minute Short Session: This format is designed to provide new information that does not require a full session. Announcements of interest to the collections community may be made in these 15 minute short sessions.

Other Session Formats: We are open to change. If these formats do not work for you, please suggest a new format. The more information you can provide about what you'd like to do, the better we will be able to evaluate your proposal. Panel discussions, roundtables, demonstrations are all welcome.

All sessions should include time for a question and answer period at the end of the session. Ideally, sessions will include speakers from a variety of museums and disciplines to provide a broad discussion and different perspectives on the topic. Conference attendees are from a variety of museums and disciplines and your session should be relevant to those not in your specific discipline. All proposers are asked to include a range of ethnic, geographic, gender, and size/type of institutional representations in the development of their sessions. We are interested in broad and meaningful perspectives.

WRITING AND SUBMITTING YOUR SESSION PROPOSAL

Proposals must be submitted no later than 5:00 pm, Central Standard Time, January 31, 2019. The material must be prepared and submitted to our Program Committee in a timely manner for review, thus late proposals cannot be accepted.Proposals can be submitted via the online form located at https://www.arcsinfo.org/programs/2019-conference/call-for-papers.

The proposal should ideally provide a 150-word or less description of the session – the number of words corresponds to the text we will include in a program, so the committee relies on your ability to clearly, enthusiastically, and efficiently describe the point of your session. The description should include:
- A clear and concise session title
- The focus of the session and the goals to be achieved
- Complete contact information for all presenters

Your proposal must include a session chair and an initial list of speakers. If you haven't identified all of your speakers, or need assistance identifying an expert in the subject, send an email to Conference@arcsinfo.org and we will work with you to find qualified speakers.

During the Program Committee's review process, the committee may suggest alternative speakers and/or may request changes in order for your session to be accepted. It is the session chair's responsibility to keep speakers informed about the status of the proposal and their participation. ARCS will only send communications to confirmed panelists participating in accepted sessions later in the process.

The more fully developed and clear your proposal, the more effectively the Program Committee will be able to understand and evaluate it. The process is competitive and underdeveloped proposals are less likely to be selected. Your cooperation in working with the committee to strengthen your proposal is required to secure acceptance for the program.

WHEN WILL WE CONTACT YOU?

The Program Committee will review session proposals in February 2019. If your session is accepted, you will be contacted by **March 10, 2019** and a committee member assigned to your session will follow up with committee recommendations.

Proposers whose sessions have not been accepted will be contacted by **March 10, 2019** by email.

HOW DO WE SCHEDULE THE CONFIRMED SESSIONS?

The Conference and Program Committees will develop the conference schedule in early April 2019. Efforts are made to balance the offerings throughout the conference, and to avoid scheduling sessions with similar topics at the same time or stacking speakers presenting in multiple sessions. We will make every effort to accommodate specific scheduling requests, but may not be able to do so based on the overall needs of the conference. We ask you to confirm with your speakers that they are able to speak on any of the conference days. You and they will receive the finalized schedule by **May 30, 2019 w**ith your session confirmation notification.

POLICY ON FINANCIAL ASSISTANCE FOR PARTICIPANTS IN THE CONFERENCE

ARCS does not provide remuneration or travel reimbursement to any moderators or speakers participating in conference sessions. ARCS is a non-profit association that supports professional development in the field, and we welcome participation from those individuals interested in making this

professional contribution to their peers. The willingness of so many individuals to give their time and expertise to this effort ensures that the conference will be affordable to the widest possible audience.

If a presenter does not wish to attend the full conference, she/he will not be expected to register for the conference and will not be permitted to attend other sessions. **Presenters who wish to attend the entire conference are required to register at the full registration cost based upon their membership status**.

POLICY ON CONSULTANTS AND FOR-PROFIT SERVICE PROVIDERS PROPOSING SESSIONS

We encourage session proposals from company representatives and private consultants. However, we have policies and advice specific to your proposals that will make your participation in our meeting most effective:

1. Your session must address an issue or topic in an objective manner. During your session, you may present your work, but it must be done in a manner that addresses a broad context and that avoids specifically endorsing your business. If you are unsure how to accomplish this, please feel free to contact ARCS with your questions and concerns to help develop your proposal.
2. A museum professional (preferably not a client) must act as the moderator with company representatives or consultants serving as speakers.
3. In no case should your session include only yourself and your clients. Delegates attending your session would not believe that an objective session is being presented. If you have difficulty finding panelists outside of your client list, you are strongly encouraged to indicate on your session form that you want the Program Committee to help with suggestions of additional panelists knowledgeable about your topic.
4. No payment of professional fees will be made to any consultant or for-profit service provider for facilitating or presenting in a session or workshop. It is expected that all annual meeting participants are donating their time and expertise to the program.

Thank you for considering how you can participate in the professional development of our field.