Proposal Submission Guidelines
ARCS Conference 2021
Montreal, Quebec, Canada
Hotel Bonaventure Montreal
November 10 - 12, 2021
Submission deadline is February 12, 2021

PROPOSAL SUBMISSION GUIDELINES

Evolution. We are not static institutions; we are constantly evolving to meet the needs of our community and the collections we care for. At present, we are faced with formidable challenges and new frontiers: COVID-19, diversity, inclusion, experimentation, decolonization, cross-cultural understanding, new health and safety protocols, and the integration of current technologies. These developments, among others, are rooted in thoughtful, meaningful, and enduring change. As the guiding theme of the 2021 Association of Registrars and Collections Specialists (ARCS) Conference, *Evolution* is an opportunity for our members to share and learn about the new ways the field is adapting our professional standards in response to the major cultural shifts happening worldwide. Please join us in this conversation.

The Association of Registrars and Collection Specialists (ARCS) invites you to submit proposals for our 2021 conference. Sessions may address any aspect of your work, but priority will be given to sessions that reflect the theme of the conference in some way. ARCS is especially interested in sessions that discuss:
- Collections Management
- Exhibitions
- Shipping
- Fine Art Insurance
- Diversity
- Technology
- Decolonization
- Rights and Reproductions
- Deaccessions
- Sustainability

Speakers should represent a variety of viewpoints and institutions of various sizes, types and geographical locations. We strongly encourage speakers that are diverse in terms of cultural backgrounds and self-identification. We are interested in broad and meaningful perspectives.

The language for the conference will be English.

Conference sessions may be structured in any one of the following ways:

75-Minute Session: 75-minute sessions will include 60 minutes to present and 15 minutes of Q&A. 75-minute sessions should address topics of interest to the entire membership of ARCS. This session length should include three speakers who address different aspects of a single topic in-depth. It can be a panel discussion with a moderator who introduces the topic and the presenters, or multiple case studies or reports that relate to the topic.

60-Minute Session: 60-minute sessions will include 45 minutes to present and 15 minutes of Q&A. 60-minute sessions should address topics of interest to the entire membership of ARCS. This session length may include two to three speakers and can be a panel discussion with a moderator who introduces the topic and the presenters, case studies or reports on a project, or a demonstration.

30-Minute Session: 30-minute sessions will include 20 minutes to present and 10 minutes of Q&A. This session length should focus on a narrow topic that can be adequately explored within 30 minutes and should have only one speaker or team. This is an ideal format for case studies.

Virtual Poster Session: New for 2021! The virtual poster session will give members the opportunity to showcase their work—including projects, research, custom registration forms, best practices, etc.—in an exciting, new format. Presentations will consist of standalone digital posters, as well as optional short, pre-recorded audio presentations. The poster session will be separate from the other sessions at the conference; posters will be accessible on the ARCS website and the conference app. They will also be displayed digitally at the venue. During the conference, presenters will be responsible for monitoring and answering questions posed through the app. This is a great format for emerging and veteran professionals alike who are interested in exploring new ways to share their work.

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.

If you are an organization and would like to make a short announcement to the general membership (less than 15 minutes), please submit your request through the session proposal form and choose the option "other" as the session type.

The 2021 ARCS conference will be a hybrid conference with onsite sessions and events, as well as virtual components. Though we hope to provide as many concrete details as possible, the conference structure is subject to change. The ARCS Conference Committee will follow all local, national, and international government guidelines and regulations concerning COVID-19. The safety of our members is our highest priority. Please check the 2021 conference website for the latest updates: https://www.arcsinfo.org/programs/2021-montreal-conference.

SUBMITTING YOUR SESSION PROPOSAL

You must be a current ARCS member to submit a proposal.

Proposals must be submitted no later than 11:59 pm, Eastern Standard Time, February 12, 2021. Proposals must be submitted via the online form located here: ARCS 2021 Proposal Submission Form

The proposal must include:
- A clear and concise session title
- A 200-word abstract of the session, describing the objectives of your session including the goals to be achieved
- Complete information for all participants: full name, title, institution, email address and a brief bio

Panels: Your proposal must include a session moderator and an initial list of speakers. If you haven't identified all 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 panelists. While you must be an ARCS member to submit a proposal, not all speakers on a panel are required to be members.

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 proposer's responsibility to keep potential speakers informed about the status of the proposal and their participation.

The more fully developed and clear your proposal, the more effectively the Conference 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?

If your session is accepted you will be contacted by March 31, 2021, and a committee member assigned to your session will follow up with committee recommendations. Proposers whose sessions have not been accepted will also be notified by March 31, 2021.

SCHEDULING CONFIRMED SESSIONS

The Conference Committee will develop the conference schedule in early April 2021.

Efforts are made to balance the offerings throughout the conference, and to avoid scheduling sessions with similar topics at the same time. 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. The Conference Committee will strive to finalize the schedule and structure of the conference in a timely manner.

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. Your session cannot include only yourself and your clients. ARCS needs to be confident that your session is being presented objectively. 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.

QUESTIONS

Please contact the Conference Committee chairs at conference@arcsinfo.org.